

# **DIVIDER**

## **Finance & Facilities Committee**

**RESOLUTION TO MODIFY MEMBERSHIPS, DUES,  
CERTIFICATIONS, AND LICENSING FEES POLICY, 3356-3-15  
(PREVIOUS POLICY NUMBER 3013.01)**

**WHEREAS**, Institutional Policies are 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; and

**WHEREAS**, the Memberships, Dues, Certifications, and Licensing Fees policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Memberships, Dues, Certifications, and Licensing Fees, policy number 3356-3-15 (Previous Policy Number 3013.01) of the *University Guidebook*, shown as Exhibit H attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-3-15 Memberships, dues, certifications, and licensing fees.**  
(Previous Policy Number 3013.01)

Responsible Division/Office: ~~Financial Services~~Finance and Business  
Operations

Responsible Officer: Vice President for Finance and  
~~Administration~~Business Operations

Revision History: December 2010; September 2015

Board Committee: Finance and Facilities

**EFFECTIVE DATE:** ~~December 15, 2010~~September 24, 2015

Next Review: ~~2020~~15

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- (A) Policy statement. Memberships, dues, professional certifications or licensing fees are eligible for payment by the university only if there is a direct benefit to the university. Under compelling circumstances only, the president or appropriate vice president may authorize the payment of individual memberships, dues, fees or certifications.
- (B) Parameters.
- (1) The direct benefits to the university must outweigh the costs associated with the relevant membership, certification, or fee.
  - (2) Memberships paid with university funds cannot negatively impact the university's image or mission, or be paid to organizations or for activities with~~nor have~~ arbitrary or discriminatory membership policies. Acceptable organizations include associations of colleges and universities, professional societies, government-sponsored groups, accrediting organizations, and other organizations related to work being performed. Fraternal and political organizations are specifically excluded, and community/civic organizations are allowable only for executive or development officers whose duties include significant responsibilities to represent the university in the community.
  - (3) Memberships should normally be institutional in nature, held in the name of the university, a university department, or functional job title.

**Agenda Item G.3.a**  
**Exhibit H**

- (4) Professional memberships, dues, licenses, or certifications in the name of an individual are generally not authorized. Exceptions may be authorized under the following circumstances when an institutional membership is not available and the best interests of the university are served by such membership:
- (a) The dues, professional licensing, certification, or testing fees are integrally related to an employee's job duties or essential to the research responsibilities of faculty. Examples include, but are not limited to: engineers, certified public accountant, or radioactive materials licenses, notary fees, and world safety officer memberships;
  - (b) Membership is required for the purchase of a journal;
  - (c) Membership allows a periodical or journal to be purchased at a discounted rate and the expected savings from the discount exceeds the cost of membership;
  - (d) Membership included in a conference registration fee allows for a reduced rate to attend the conference and the savings over the non-member registration fee rate is greater than the cost of individual membership in the organization.
- (5) Written justification must be maintained for memberships, dues, certifications, and licenses paid by the university in the name of an employee.
- (6) No more than one institutional membership in any organization may be purchased.
- (7) Payment of fees shall be charged to the budget of the particular office or department benefitting from the membership.
- ~~(68)~~ Only the president or his/her designee may authorize written exceptions to this policy.

**3356-3-15 Memberships, dues, certifications, and licensing fees.**  
(Previous Policy Number 3013.01)

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: Vice President for Finance and Business  
Operations  
Revision History: December 2010; September 2015  
Board Committee: Finance and Facilities  
**EFFECTIVE DATE:** September 24, 2015  
Next Review: 2020

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- (A) Policy statement. Memberships, dues, professional certifications or licensing fees are eligible for payment by the university only if there is a direct benefit to the university. Under compelling circumstances only, the president or appropriate vice president may authorize the payment of individual memberships, dues, fees or certifications.
- (B) Parameters.
- (1) The direct benefits to the university must outweigh the costs associated with the relevant membership, certification, or fee.
  - (2) Memberships paid with university funds cannot negatively impact the university's image or mission, or be paid to organizations or for activities with arbitrary or discriminatory membership policies. Acceptable organizations include associations of colleges and universities, professional societies, government-sponsored groups, accrediting organizations, and other organizations related to work being performed. Fraternal and political organizations are specifically excluded, and community/civic organizations are allowable only for executive or development officers whose duties include significant responsibilities to represent the university in the community.
  - (3) Memberships should normally be institutional in nature, held in the name of the university, a university department, or functional job title.
  - (4) Professional memberships, dues, licenses, or certifications in the

name of an individual are generally not authorized. Exceptions may be authorized under the following circumstances when an institutional membership is not available and the best interests of the university are served by such membership:

- (a) The dues, professional licensing, certification, or testing fees are integrally related to an employee's job duties or essential to the research responsibilities of faculty. Examples include, but are not limited to: engineers, certified public accountant, or radioactive materials licenses, notary fees, and world safety officer memberships;
  - (b) Membership is required for the purchase of a journal;
  - (c) Membership allows a periodical or journal to be purchased at a discounted rate and the expected savings from the discount exceeds the cost of membership;
  - (d) Membership included in a conference registration fee allows for a reduced rate to attend the conference and the savings over the non-member registration fee rate is greater than the cost of individual membership in the organization.
- (5) Written justification must be maintained for memberships, dues, certifications, and licenses paid by the university in the name of an employee.
  - (6) No more than one institutional membership in any organization may be purchased.
  - (7) Payment of fees shall be charged to the budget of the particular office or department benefitting from the membership.
  - (8) Only the president or his/her designee may authorize written exceptions to this policy.

**RESOLUTION TO MODIFY UNIVERSITY FACILITIES –  
USE, PRIORITIES, AND FEES POLICY, 3356-4-03  
(PREVIOUS POLICY NUMBER 4003.01)**

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

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

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

**WHEREAS**, the University Facilities – Use, Priorities, and Fees policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing University Facilities – Use, Priorities, and Fees, policy number 3356-4-03 (Previous Policy Number 4003.01) of the *University Guidebook*, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-4-03 University facilities - use, priorities, and fees.**  
(Previous Policy Number 4003.01)

Responsible Division/Office: Finance and ~~Administration~~ Business Operations  
Responsible Officer: Vice President for Finance and ~~Administration~~  
Business Operations  
Revision History: June 1998; October 2010; September 2015  
Board Committee: Finance and Facilities  
**EFFECTIVE DATE:** ~~October 2010~~ September 24, 2015  
Next Review: ~~2015~~ 2020

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- (A) Policy statement. The facilities of Youngstown state university (university) are the property of the State of Ohio. The board of trustees authorizes the president to establish the fees, priorities, and procedures for the use of university facilities.
- (B) Purpose. To establish standards for the responsible management of University facilities in order to maximize the positive use of university facilities and minimize disruption to the university functions or activities.
- (C) Scope. This policy applies to all university, student and non-university organizations or individuals that wish to schedule events or use university facilities.
- (D) Definitions.
- (1) Facilities. Buildings, structures or land, including athletic fields, green spaces, and parking facilities owned or leased by the university.
- (2) University organization. All university units, departments, and offices, staffed by university employees acting within the scope of their employment, including but not limited to university committees, governance bodies, and councils.
- (3) Student organizations. All student groups and organizations officially registered and recognized by the university.
- (4) Non-university organization. Organizations other than university or student organizations that are legally separate entities from the university, even though some participants or



members may be university personnel, students, or alumni. A non-university organization may be an individual.

(5) University event. A program or activity that is administered by the university or a university organization.

(6) Student event. A program or activity that is planned and directed by a student organization.

(7) Non-university event. A program or activity administered by a non-university group using university facilities with no university sponsorship.

(8) Sponsored event. A program or activity that involves both a non-university organization and a university or student organization.

(9) Responsible Office. Individual or office responsible for booking, and/or scheduling use of a specific facility.

~~(B) Parameters: use and priorities.~~

~~(1) University facilities may be made available to non-university organizations and groups to conduct programs and activities that are consistent with the educational role and mission of the university.~~

~~(2) The use of university facilities by non-university organizations and groups are subject to fees and to established priorities as set forth in this policy.~~

~~(3) The majority of university facilities contain classrooms<sup>[WU1]</sup>, laboratories, and assorted faculty and administrative offices. The primary purpose of these facilities is devoted to the teaching and learning process, and the usage priorities reflect this purpose and are listed as "General Priorities."~~

~~(4) Certain facilities have multi-purpose use designed to facilitate other dimensions of the university, e.g., student life, student activities, intramural activities, intercollegiate athletics. The usage priorities for these facilities differ from the "general priorities," and are listed as "specialized priorities."~~

(1) Any Non-University organization or individual requesting to use University facilities must complete a university *AGREEMENT FOR USE OF FACILITIES AND EQUIPMENT* which is available

~~(C) Parameters: general priorities. The availability of the majority of university facilities is subject to the following usage priorities:~~

~~(1) Priority 1. Programs of instruction, research, and public service.~~

~~(2) Priority 2. University wide functions, activities, events and programs.~~

~~(3) Priority 3. Training and development programs for university employees; divisional, college or unit programs, meetings, workshops, and activities; or registered student organizations including student government and student publications meetings, programs, and activities.~~

~~(4) Priority 4. Faculty and staff social and recreational programs and events.~~

~~(5) Priority 5. Governmental agencies and not-for-profit (501)(c)(3) or equivalent agencies.~~

~~(6) Priority 6. Profit making entities for functions or activities consistent with the mission of the university.~~

~~(D) Parameters: specialized priorities. The facilities designed to facilitate specific needs of the university (e.g., student life, student activities, intramural activities, intercollegiate athletics) include Beeghly center, Christman commons, Debartolo stadium club, Kilcawley center, outdoor classrooms, recreational areas, residence houses, and Stambaugh stadium.~~

~~(1) Beeghly center, outdoor classrooms, intercollegiate and intramural fields, recreational areas, and Stambaugh stadium; the availability of these facilities is subject to the following usage priorities:~~

~~(a) Priority 1. Programs of instruction, research, and public safety.~~

~~(b) Priority 2. Intercollegiate athletics competitive events and associated practice; intramural and recreational activities; and university wide functions, activities, events, and programs.~~

~~(c) Priority 3. Registered student organizations including student government and student publications meetings, programs, and activities; or divisional, college or unit programs, meetings, workshops and activities.~~

- ~~(d) — Priority 4. Faculty and staff social and recreational programs and events.~~
- ~~(e) — Priority 5. Governmental agencies and not-for-profit (501)(c)(3) or equivalent agencies.~~
- ~~(f) — Priority 6. Profit-making entities for functions or activities consistent with the mission of the university.~~
  
- ~~(2) — Christmas commons and residence houses. Events scheduled in Christmas commons are not typically scheduled during the resident student meal times. The availability of the commons and meetings areas of the residence houses are subject to the following usage priorities:~~
  - ~~(a) — Priority 1. Housing programs scheduled by the director of housing, residence house coordinators, or resident assists for meetings, programs, and activities for resident students or summer camps.~~
  - ~~(b) — Priority 2. Events sponsored by the honors program, registered student organizations (including student government, student activities, and student publications) for meetings, programs, and activities that are open to the university community.~~
  - ~~(c) — Priority 3. University-wide functions, activities, events, and programs.~~
  - ~~(d) — Priority 4. Events sponsored by university divisions, colleges, departments, or other units open only to that organization.~~
  - ~~(e) — Priority 5. Events sponsored by university divisions, colleges, departments, or other units open only to that organization.~~
  - ~~(f) — Priority 6. Governmental and not-for-profit (501)(c)(3) or equivalent agencies; and profit-making entities for functions or activities consistent with the mission of the university.~~
  
- ~~(3) — DeBartolo stadium club: regularly scheduled classes are not held in the DeBartolo stadium club. The stadium club serves as the primary venue for university outreach and community service events. The availability of the club is subject to the following usage priorities:~~
  - ~~(a) — Priority 1. Annual university sponsored programs open to the university community.~~

- ~~(b) — Priority 2. Events open to the university community sponsored by university divisions, colleges, departments, or other units; or by student government or registered student organizations.~~
- ~~(c) — Priority 3. Events or activities that fulfill a public service function.~~
- ~~(d) — Priority 4. Events open to only the sponsoring university division, college, department, or other unit.~~
- ~~(e) — Priority 5. Events open to only students and their guest sponsored by student government or registered student organizations.~~
- ~~(f) — Priority 6. Events sponsored by governmental and not for-profit (501)(c)(3) or equivalent agencies; and profit-making entities for functions or activities consistent with the mission of the university.~~
- ~~(4) — Kilcawley center: regularly scheduled classes are not held in Kilcawley center. The availability of the center is subject to the following usage priorities:~~
  - ~~(a) — Priority 1. Annual university sponsored programs open to the university community (e.g., black history, homecoming, honors convocation).~~
  - ~~(b) — Priority 2. The carnation room (computer training laboratory) is first scheduled by training and development, then open to others.~~
  - ~~(c) — Priority 3. Events open to the university community sponsored by student government or registered student organizations; or by university divisions, colleges, departments, or other units.~~
  - ~~(d) — Priority 4. Events open to only students and their guest sponsored by student government or registered student organizations.~~
  - ~~(e) — Priority 5. Events open to only the sponsoring university division, college, department, or other unit.~~
  - ~~(f) — Priority 6. Events sponsored by governmental and not for-profit (501)(c)(3) or equivalent agencies; and profit-making entities for functions or activities consistent with the mission of the university.~~
- ~~(E) — Parameters: fees.~~
- ~~(1) — University facilities are available at no charge for events which are consistent with the mission of the university and existing university~~

~~procedures if such events are sponsored by university divisions, colleges, departments, or units, academic senate, student government, or registered student organizations.~~

- ~~(2) Usage and associated fees are assessed to other non-university entities dependent upon the facility used and the priority of usage as outlined in paragraphs (C) and (D) of this rule.~~
- ~~(F) Procedures: use, priorities, fees.~~
- ~~(1) The events manager is responsible for scheduling the use of all university facilities except for Kilcawley center, Christman commons, and university residence houses, which are the responsibility of the executive director of student services.~~
- ~~(2) The events manager or executive director of student services will coordinate the services necessary to support the event or activity scheduled with sufficient lead time for the supporting departments to respond. The services may include any or all of the following:~~
  - ~~(a) Determining if requested use of space is consistent with the mission of the university and existing university procedures.~~
  - ~~(b) Quoting usage fees and associated costs.~~
  - ~~(c) Preparing and completing agreements or contracts.~~
  - ~~(d) Securing evidence of appropriate insurance coverage.~~
  - ~~(e) Coordinating the necessary police assistance.~~
- ~~(3) The chief of police or designee will determine the level of police protection for all events.~~
- ~~(4) University facilities used by faculty or staff for outside consulting or research purposes are available at the direct costs.~~
- ~~(5) A fee schedule for each of the facilities available for usage by non-university entities is developed by the vice president for university advancement in consultation with the vice president for finance and administration, and the vice president for student affairs.~~

- ~~(6) The fee schedule utilized for not-for-profit agencies is designed to cover all direct expenses and any special event related expenses associated with the particular facility or equipment.~~
- ~~(7) The fee schedule utilized for the profit-making entities will be sufficient so as to preclude the university from claims of unfair business competition.~~
- ~~(8) Copies of the fee schedules are available in the offices of the vice president for finance and administration, the vice president for university advancement, and the vice president for student affairs.~~

(E) Parameters for usage.

- (1) Any non-university organization or individual requesting to use University facilities must complete a university *AGREEMENT FOR USE OF FACILITIES AND EQUIPMENT* which is available from the responsible office.
- (2) Activities may take place only in facilities that are appropriate for the activity in question. Considerations as to appropriateness include but are not limited to the purpose of the facilities, nature of the activity, staging requirements, anticipated attendees, and university calendar and staffing concerns.
- (3) The right to use university facilities does not confer the right to use the university name or to imply university sponsorship or endorsement of an event.
- (4) All individuals and/or organizations that are granted permission to use university facilities must pay all applicable fees and charges and must comply with all applicable federal, state and municipal regulations and university rules and policies including but not limited to the university's policies regarding alcoholic beverages on campus, drug free environment, smoke and tobacco free environment and minors on campus policies.
- (5) No individual or organization may assign its use of university facilities.
- (6) The university reserves the right to set limits on the number of reservations of facilities by non-university organizations.

(F) Priority usage.

- (1) The majority of university facilities contain classrooms (in-door and out-door), laboratories, and assorted faculty and administrative offices which are devoted to advancing the teaching and learning processes. Use of these facilities is generally limited to meeting university needs.
- (2) Where there is a conflict between requests, usage decisions will be based on the timeliness of the request, the availability of alternative university facilities, and fulfillment of the university's educational and institutional needs. University and student organizations shall have priority over non-university organizations. Usage shall follow the following priorities:

  - (a) Priority 1. Use for regularly scheduled academic classes, labs, programs of instruction and research and activities resulting from academic courses such as rehearsals, concerts, seminars and lectures.
  - (b) Priority 2. University-wide events, activities and programs such as visitation days, orientation, graduation ceremonies, University scholars and honors program, intercollegiate athletics competitive events and practices.
  - (c) Priority 3. Meetings, workshops, training and development programs for university employees, or special academic or athletic events run or sponsored by a university organization.
  - (d) Priority 4. Programs or activities of registered student organizations
  - (e) Priority 5. Faculty and staff recreational programs and activities.
  - (f) Priority 6. Programs, or activities sponsored or co-sponsored by the university or student organization.
  - (g) Priority 7. Non-university program or activity.

(G) Event sponsorship. A university or student organization seeking to sponsor an event with a non-university organization is subject to the following requirements:

- (1) The event must be consistent with the goals and purposes of the university or student organization.
- (2) The university or student organization must designate a contact person who has knowledge of the non-university organization and the arrangements for the event, including the date, time, location, purpose, and number of attendees.
- (3) The contact person must be present at the event.
- (4) The university or student organization accepts fiscal responsibility for any fees, costs, and/or damage related to the event which the non-university organization refuses or fails to pay.

(H) Fronting prohibited. No organization or individual may “front” for another individual or organization. Fronting occurs when an individual or organization reserves space for the use of another individual or organization in order to conceal the identity of the true user, or to help the true user avoid university policies, rules, fees, or fiscal or insurance requirements.

(I) Responsible office.

- (1) Procedures for scheduling and use authorization vary among different facilities. In general information and access to university facilities is secured through the responsible office for the facility.
- (2) The responsible office shall record confirmed and approved facility use on the university’s Banner System or the integrated administrative database in current use by the university.
- (3) When an event or program requires the use of university parking facilities the responsible office shall contact parking services as soon as the reservation is made in order to request and schedule



use of university parking facilities. The responsible office shall also contact university police and catering services if required for the event.

(J) Cost, charges and fees.

(1) University and student events are subject to payment for the direct costs of facility usage. Direct costs include but are not limited to cost of staffing, security, set-up, cleaning, food and beverage costs, and damages incurred during an event.

(2) Non-university events are subject to direct costs of facility usage as well equipment use and rental charges.

(K) Food and alcohol. All food and beverages served in university facilities must be provided by the university's contracted food service provider unless otherwise stipulated. Requests to provide and/or sell alcoholic beverages must be approved in advance of an event. Restrictions and permit requirements for the provision and/or sale of alcohol are determined by the location of an event. Information regarding food and alcohol is available through the responsible office of the facility (see university policy 3356-5-10, Alcoholic beverages on campus.

(L) Insurance. In order to use university facilities, student and non-university organizations are subject to all applicable university insurance coverage requirements.

(M) Fundraising and commercial activity.

(1) University facilities are not available for fundraising or commercial profit purposes if the funds are designated solely to enrich an individual or commercial entity. This does not preclude fundraising or profit making activities in support of the university or university or student organizations. University facilities and resources may not be used for political fundraising.

(2) All commercial sales, solicitations, and advertising activity on university facilities are prohibited without prior authorization from the university. Entities or individuals wishing to access the university for purposes of commercial solicitation or advertising

should consult University Policy, Access to campus for purposes of commercial solicitation and advertising.

(N) Use of university facilities by non-profit external organizations.

(1) As a service to the community, Youngstown state university may allow the use of university facilities by non-profit external organizations for non-profit educational, recreational, social, religious, civic, philanthropic, and like purposes. Such use may not interfere in any way with the regular programs and activities of the university. External organizations are required to provide the director overseeing the facility with a current copy of the Internal Revenue Service Exemption Letter indicating that the organization is incorporated as a 501(c)(3) non-profit organization (Note: a federal identification number is not a substitute for the IRS Exemption Letter).

(2) All use and rental forms, procedures and university policies remain in effect for a non-profit organization. Where a non-profit organization requests a rental space discount, the availability and amount of a discount will be determined by the director overseeing the facility with final approval by the vice president of finance and administration. Security discount are to be determined by the university chief of police with final approval by the associate vice president of university relations. Parking and janitorial services are unable to provide discounts.

(3) If a university department, program or student group (collectively "campus entity") is sponsoring or co-sponsoring a nonprofit organization for an event on campus, rental fees may be waived; however all applicable university forms, procedures and policies remain in effect, including but not limited to the requirement that the campus entity shall provide a representative at the event to ensure all university policies are upheld.

(O) Public Safety. University police officers may be required at certain events on campus. The chief of the Youngstown state university police department, or his/her designee, in conjunction with the responsible office of the facility, will make this determination. The necessity for and amount of public safety services and other safety personnel or services shall be determined based on the date, time, and location of the event, the type

of event, the anticipated number of attendees and any other relevant factors.

(P) Change, suspension or termination of use. The university reserves the right to change locations and/or suspend or terminate current and future usage approval for any event, program, organization or individual under the following circumstances:

- (1) In the event of an emergency;
- (2) When usage interferes with or disrupts university functions or use;
- (3) When facilities are misused;
- (4) When the user of facilities, including attendees or participants, fails to comply with a usage agreement, university policy or rule, or local, state or federal laws.

**3356-4-03 University facilities - use, priorities, and fees.**  
(Previous Policy Number 4003.01)

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: Vice President for Finance and Business  
Operations  
Revision History: June 1998; August 2010; September 2015  
Board Committee: Finance and Facilities  
**EFFECTIVE DATE:** September 24, 2015  
Next Review: 2020

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- (A) Policy statement. The facilities of Youngstown state university (university) are the property of the State of Ohio. The board of trustees authorizes the president to establish the fees, priorities, and procedures for the use of university facilities.
- (B) Purpose. To establish standards for the responsible management of University facilities in order to maximize the positive use of university facilities and minimize disruption to the university functions or activities.
- (C) Scope. This policy applies to all university, student and non-university organizations or individuals that wish to schedule events or use university facilities.
- (D) Definitions.
  - (1) Facilities. Buildings, structures or land, including athletic fields, green spaces, and parking facilities owned or leased by the university.
  - (2) University organization. All university units, departments, and offices, staffed by university employees acting within the scope of their employment, including but not limited to university committees, governance bodies, and councils.
  - (3) Student organizations. All student groups and organizations officially registered and recognized by the university.

- (4) Non-university organization. Organizations other than university or student organizations that are legally separate entities from the university, even though some participants or members may be university personnel, students, or alumni. A non-university organization may be an individual.
  - (5) University event. A program or activity that is administered by the university or a university organization.
  - (6) Student event. A program or activity that is planned and directed by a student organization.
  - (7) Non-university event. A program or activity administered by a non-university group using university facilities with no university sponsorship.
  - (8) Sponsored event. A program or activity that involves both a non-university organization and a university or student organization.
  - (9) Responsible Office. Individual or office responsible for booking, and/or scheduling use of a specific facility.
- (E) Parameters for usage.
- (1) Any non-university organization or individual requesting to use University facilities must complete a university *AGREEMENT FOR USE OF FACILITIES AND EQUIPMENT* which is available from the responsible office.
  - (2) Activities may take place only in facilities that are appropriate for the activity in question. Considerations as to appropriateness include but are not limited to the purpose of the facilities, nature of the activity, staging requirements, anticipated attendees, and university calendar and staffing concerns.
  - (3) The right to use university facilities does not confer the right to use the university name or to imply university sponsorship or endorsement of an event.

- (4) All individuals and/or organizations that are granted permission to use university facilities must pay all applicable fees and charges and must comply with all applicable federal, state and municipal regulations and university rules and policies including but not limited to the university's policies regarding alcoholic beverages on campus, drug free environment, smoke and tobacco free environment and minors on campus policies.
  - (5) No individual or organization may assign its use of university facilities.
  - (6) The university reserves the right to set limits on the number of reservations of facilities by non-university organizations.
- (F) Priority usage.
- (1) The majority of university facilities contain classrooms (in-door and out-door), laboratories, and assorted faculty and administrative offices which are devoted to advancing the teaching and learning processes. Use of these facilities is generally limited to meeting university needs.
  - (2) Where there is a conflict between requests, usage decisions will be based on the timeliness of the request, the availability of alternative university facilities, and fulfillment of the university's educational and institutional needs. University and student organizations shall have priority over non-university organizations. Usage shall follow the following priorities:
    - (a) Priority 1. Use for regularly scheduled academic classes, labs, programs of instruction and research and activities resulting from academic courses such as rehearsals, concerts, seminars and lectures.
    - (b) Priority 2. University-wide events, activities and programs such as visitation days, orientation, graduation ceremonies,

University scholars and honors program, intercollegiate athletics competitive events and practices.

- (c) Priority 3. Meetings, workshops, training and development programs for university employees, or special academic or athletic events run or sponsored by a university organization.
  - (d) Priority 4. Programs or activities of registered student organizations
  - (e) Priority 5. Faculty and staff recreational programs and activities.
  - (f) Priority 6. Programs, or activities sponsored or co-sponsored by the university or student organization.
  - (g) Priority 7. Non-university program or activity.
- (G) Event sponsorship. A university or student organization seeking to sponsor an event with a non-university organization is subject to the following requirements:
- (1) The event must be consistent with the goals and purposes of the university or student organization.
  - (2) The university or student organization must designate a contact person who has knowledge of the non-university organization and the arrangements for the event, including the date, time, location, purpose, and number of attendees.
  - (3) The contact person must be present at the event.
  - (4) The university or student organization accepts fiscal responsibility for any fees, costs, and/or damage related to the

event which the non-university organization refuses or fails to pay.

- (H) Fronting prohibited. No organization or individual may “front” for another individual or organization. Fronting occurs when an individual or organization reserves space for the use of another individual or organization in order to conceal the identity of the true user, or to help the true user avoid university policies, rules, fees, or fiscal or insurance requirements.
- (I) Responsible office.
  - (1) Procedures for scheduling and use authorization vary among different facilities. In general information and access to university facilities is secured through the responsible office for the facility.
  - (2) The responsible office shall record confirmed and approved facility use on the university’s Banner System or the integrated administrative database in current use by the university.
  - (3) When an event or program requires the use of university parking facilities the responsible office shall contact parking services as soon as the reservation is made in order to request and schedule use of university parking facilities. The responsible office shall also contact university police and catering services if required for the event.
- (J) Cost, charges and fees.
  - (1) University and student events are subject to payment for the direct costs of facility usage. Direct costs include but are not limited to cost of staffing, security, set-up, cleaning, food and beverage costs, and damages incurred during an event.
  - (2) Non-university events are subject to direct costs of facility usage as well as equipment use and rental charges.



- (K) Food and alcohol. All food and beverages served in university facilities must be provided by the university's contracted food service provider unless otherwise stipulated. Requests to provide and/or sell alcoholic beverages must be approved in advance of an event. Restrictions and permit requirements for the provision and/or sale of alcohol are determined by the location of an event. Information regarding alcohol is available through the responsible office of the facility (see university policy 3356-5-10, Alcoholic beverages on campus).
- (L) Insurance. In order to use university facilities, student and non-university organizations are subject to all applicable university insurance coverage requirements.
- (M) Fundraising and commercial activity.
  - (1) University facilities are not available for fundraising or commercial profit purposes if the funds are designated solely to enrich an individual or commercial entity. This does not preclude fundraising or profit making activities in support of the university or university or student organizations. University facilities and resources may not be used for political fundraising.
  - (2) All commercial sales, solicitations, and advertising activity on university facilities are prohibited without prior authorization from the university. Entities or individuals wishing to access the university for purposes of commercial solicitation or advertising should consult university policy 3356-7-19, Access to campus for purposes of commercial solicitation or advertising.
- (N) Use of university facilities by non-profit external organizations.
  - (1) As a service to the community, Youngstown state university may allow the use of university facilities by non-profit external organizations for non-profit educational, recreational, social, religious, civic, philanthropic, and like purposes. Such use may not interfere in any way with the regular programs and activities of the university. External organizations are required to provide the director overseeing the facility with a current copy of the Internal

Revenue Service Exemption Letter indicating that the organization is incorporated as a 501(c)(3) non-profit organization (Note: a federal identification number is not a substitute for the IRS Exemption Letter).

- (2) All use and rental forms, procedures and university policies remain in effect for a non-profit organization. Where a non-profit organization requests a rental space discount, the availability and amount of a discount will be determined by the director overseeing the facility with final approval by the vice president of finance and administration. Security discount are to be determined by the university chief of police with final approval by the associate vice president of university relations. Parking and janitorial services are unable to provide discounts.
  - (3) If a university department, program or student group (collectively "campus entity") is sponsoring or co-sponsoring a nonprofit organization for an event on campus, rental fees may be waived; however all applicable university forms, procedures and policies remain in effect, including but not limited to the requirement that the campus entity shall provide a representative at the event to ensure all university policies are upheld.
- (O) Public Safety. University police officers may be required at certain events on campus. The chief of the Youngstown state university police department, or his/her designee, in conjunction with the responsible office of the facility, will make this determination. The necessity for and amount of public safety services and other safety personnel or services shall be based on the date, time, and location of the event, the type of event, the anticipated number of attendees and any other relevant factors and statutory requirements.
- (P) Change, suspension or termination of use. The university reserves the right to change locations and/or suspend or terminate current and future usage approval for any event, program, organization or individual under the following circumstances:
- (1) In the event of an emergency;

- (2) When usage interferes with or disrupts university functions or use:
- (3) When facilities are misused;
- (4) When the user of facilities, including attendees or participants, fails to comply with a usage agreement, university policy or rule, or local, state or federal laws.

**RESOLUTION TO APPROVE  
A PLAN TO PROVIDE STUDENTS THE OPPORTUNITY  
TO REDUCE THE COST OF EARNING A DEGREE BY 5%**

**WHEREAS**, Amended Substitute House Bill 64 of the 131<sup>st</sup> General Assembly requires the Board of Trustees of each state university to adopt and implement a plan to provide all in-state, undergraduate students the opportunity to reduce the cost of earning a degree by five per cent; and

**WHEREAS**, Amended Substitute House Bill 64 requires that said plan shall be adopted no later than October 15, 2015; and

**WHEREAS**, Youngstown State University intends to comply with this mandate by increasing the full-time tuition bulk rate range from 12 -16 credit hours to 12-18 hours, effective fall semester 2016; and

**WHEREAS**, the Youngstown State University Academic Senate has approved a proposal to reduce the number of credit hours required to attain a bachelor degree from 124 to 120 credit hours, effective fall semester 2015; and

**WHEREAS**, the combined effect of these two actions will result in savings opportunities for students that satisfies the percentage reduction required by Amended Substitute House Bill 64.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve this plan, as described herein, to provide in-state undergraduate students the opportunity to reduce the cost of earning a degree by five percent.



**RESOLUTION TO DESIGNATE  
PNC BANK AS THE OFFICIAL  
DEPOSITORY FOR UNIVERSITY FUNDS**

**WHEREAS**, the Deposit of University Funds policy 3356-3-07 requires that the Board of Trustees designate a local banking institution as the official depository for University funds, and all monies due and payable to the University shall be deposited with this designated institution in compliance with provisions of the Ohio Revised Code and all other applicable laws and regulations; and

**WHEREAS**, the University has conducted a competitive selection event to solicit requests for proposals for campus banking services, pursuant to said policy 3356-3-07; and

**WHEREAS**, University management has recommended that PNC Bank be designated the official depository for University funds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby designate PNC Bank as the official depository for University funds for a five-year term commencing on the effective date.

**RESOLUTION TO APPROVE  
INTERFUND TRANSFERS**

**WHEREAS**, Institutional Policy Number 3356-3-11.1 (Previous Policy Number 3010.01) Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more, and for transfers out of operating reserves regardless of amount; and

**WHEREAS**, certain accounting and budget adjustments and transfers outside the operating budget are necessary during the course of a fiscal year and at the end of a fiscal year.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in Exhibit J.



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for First Quarter 2016**

FROM	TO	AMOUNT	REASON
<b>Debt Service Reserve Funds</b>		<b>Debt Service Funds</b>	
		<i>Transfers to fund portion of FY16 Debt Service</i>	
WCBA Gifts (Restricted Plant Fund)	Bond Fund - Series 2009	\$802,713	Portion attributed to the WCBA.
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2010	\$395,766	Portion supported by General Fund.
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2009	\$302,213	Portion supported by General Fund.
WATTS Gifts (Restricted Plant Fund)	Bond Fund - Series 2010	\$299,547	Portion attributed to WATTS.
<b>Various Funds</b>		<b>Operating Carry Forward</b>	
<b>(Unrestricted)</b>		<b>(Designated Fund)</b>	
		<i>Transfer to fund the General Fund FY2015 year end deficit of (\$4,429,843)</i>	
Technology Master Plan		\$1,125,628	
Debt Service Reserve - General Fund		\$545,279	
Parking Services Plant Reserve		\$427,404	
Housing Services Plant Reserve		\$400,000	
Tech & Lab Mat. Fee Carry Fwd		\$313,793	
General Fund Plant Reserve		\$300,000	
College Fee Carry Fwd		\$293,066	
English Learning Institute		\$236,618	
Kilcawley Center Plant Reserve		\$200,000	
Program Fee Carry Fwd		\$148,923	
Insurance Deductible		\$125,000	
Andrews Rec/Well Center Plant Reserve		\$106,106	
Scholarship Reserve		\$100,000	
Intercollegiate Athletics		\$63,815	
Industry & Labor Steel Museum Plant Reserve		\$44,212	
<b>Operating Carry Forward</b>		<b>Various Funds</b>	
<b>(Designated Fund)</b>		<b>(Unrestricted)</b>	
		<i>Transfer year end excess of \$3,297,171 to designated fund</i>	
	Tech & Lab Mat. Fee Carry Fwd	\$815,965	
	College Fee Carry Fwd	\$707,436	
	Program Fee Carry Fwd	\$266,770	
	Technology Master Plan	\$1,507,000	

Agenda Item G.3.e  
 Exhibit J

**Agenda Item G.3.e**  
**Exhibit I**

# **DIVIDER**

## **University Affairs Committee**



**RESOLUTION REGARDING TERMS AND CONDITIONS OF  
EMPLOYMENT FOR CLASSIFIED EMPLOYEES  
EXEMPT FROM COLLECTIVE BARGAINING**

**WHEREAS**, the Board of Trustees implemented the tentative Agreement with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period August 16, 2014 through August 15, 2017, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

**WHEREAS**, it is deemed to be equitable and in the best interest of the University to extend some of the provisions of the implemented working conditions to classified employees exempt from collective bargaining; and

**WHEREAS**, these provisions are in the areas of pay, leaves, vacation, retirement, insurance benefits and miscellaneous benefits;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University, that the following YSU-ACE collective bargaining agreement articles and/or sections be extended to classified employees who are exempt from collective bargaining: Article 3 (Pay) with the exception of Section ~~3-93.8~~; Article 15 (Leaves) with the exception of Sections 15.3, 15.19, 15.20 and 15.26; Article 17 (Vacation) except to the extent it is inconsistent with the O.R.C. Sections 9.44 and 124.131 regarding computation of prior service credit; Article 21 (Retirement); Article 22 (Insurance Benefits); and Article 27 (Miscellaneous) with the exception of Section 27.10.

**RESOLUTION REGARDING TERMS AND CONDITIONS OF  
EMPLOYMENT FOR CLASSIFIED EMPLOYEES  
EXEMPT FROM COLLECTIVE BARGAINING**

**WHEREAS**, the Board of Trustees implemented the tentative Agreement with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period August 16, 2014 through August 15, 2017, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

**WHEREAS**, it is deemed to be equitable and in the best interest of the University to extend some of the provisions of the implemented working conditions to classified employees exempt from collective bargaining; and

**WHEREAS**, these provisions are in the areas of pay, leaves, vacation, retirement, insurance benefits and miscellaneous benefits;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University, that the following YSU-ACE collective bargaining agreement articles and/or sections be extended to classified employees who are exempt from collective bargaining: Article 3 (Pay) with the exception of Section 3.8; Article 15 (Leaves) with the exception of Sections 15.3, 15.19, 15.20 and 15.26; Article 17 (Vacation) except to the extent it is inconsistent with the O.R.C. Sections 9.44 and 124.131 regarding computation of prior service credit; Article 21 (Retirement); Article 22 (Insurance Benefits); and Article 27 (Miscellaneous) with the exception of Section 27.10.

**RESOLUTION TO MODIFY AND RETITLE  
EMERITUS STATUS POLICY 3356-7-17  
(PREVIOUS POLICY NUMBER 7003.01)**

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

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

**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 University Emeritus Status policy has been reviewed pursuant to the five (5) 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 Institutional Policy governing Emeritus Status, policy 3356-7-17 (previous policy number 7003.01) of the *University Guidebook*, to be retitled as Emeritus Status for Faculty and Professional/Administrative Staff, (Exempt and APAS) shown as Exhibit K attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-17      **Emeritus status for faculty and professional/administrative staff (exempt and APAS).**

Previous Policy Number:      7003.01  
Responsible Division/Office:      Human Resources  
Responsible Officer:      VP for ~~Finance and Administration~~ Legal Affairs and Human Resources  
Revision History:      November 1997; October 2010; September 2015  
Board Committee:      ~~Internal~~University Affairs  
**Effective Date:**      ~~October 1, 2010~~September 24, 2015  
Next Review:      ~~2015~~2020

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- (A) Policy statement. The university may confer the title “emeritus” upon retired faculty and professional/administrative staff members who have given long and meritorious service.
- (B) Definition. The designation “faculty emeritus” or “administrator emeritus” is an honorary title conferred upon the retirement ~~of or~~ death of faculty or staff members in recognition of extended meritorious service.
- (C) Procedures.
- (1) Emeritus status and president emeritus status is conferred upon retirement or death. Emeritus status provides an honorary title of either “administrator emeritus” or “faculty emeritus” as well as the benefits set forth in this policy.
- (2) Names of individuals, and the information set forth in paragraph (3) below, recommended for the conferral of emeritus status are forwarded on the “Emeritus Status Recommendation” form from the ~~appropriate retiring~~ department or unit to the dean and provost or executive director ~~to the vice president or provost and president~~. In the event of retirement or death of the university president, his/her name is forwarded to the board of trustees for approval. Emeritus status would be conferred and presented at the spring meeting of the board of trustees.

**Agenda Item G.4.b  
Exhibit K**

- (3) Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the service to society beyond the university community.
- (4) The vice president or provost forwards names of individuals nominated to the president who may recommend emeritus status be conferred and presented at the spring meeting of the board of trustees.
- (5) Those retirees achieving emeritus status are granted the following privileges: full library privileges; email ~~and related~~ services; university identification card; opportunity to secure parking consistent with current university procedures; and the same educational benefits that ~~were~~ are available to currently employed faculty or staff at the time of retirement application (see rule 3356-7-17, “Fringe benefits, excluded professional/administrative employees fee remission program”).
- (6) Those retirees achieving emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness ~~services~~ programs; attend certain alumni and university events, e.g., homecoming events, holiday breakfast, commencement, and honors convocation, and join the Youngstown state university retirees association.
- (7) Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit ~~with~~ at the discretion of the university ~~determining the parking location~~ based ~~on~~ upon availability.
- (8) ~~In addition, when an emeritus member is on active duty, office space and other facilities may be offered based upon availability. Those bargaining unit member retirees achieving emeritus status are granted the benefits in accordance with their collective bargaining agreement as well as any additional benefits provided herein.~~

**3356-7-17 Emeritus status for faculty and professional/administrative staff (exempt and APAS).**

Previous Policy Number: 7003.01  
Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: November 1997; October 2010; September 2015  
Board Committee: University Affairs  
**Effective Date: September 24, 2015**  
Next Review: 2020

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- (A) Policy statement. The university may confer the title “emeritus” upon retired faculty and professional/administrative staff members who have given long and meritorious service.
- (B) Definition. The designation “faculty emeritus” or “administrator emeritus” is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.
- (C) Procedures.
- (1) Emeritus status and president emeritus status is conferred upon retirement or death. Emeritus status provides an honorary title of either “administrator emeritus” or “faculty emeritus” as well as the benefits set forth in this policy.
  - (2) Names of individuals, and the information set forth in paragraph (3) below, recommended for the conferral of emeritus status are forwarded on the “Emeritus Status Recommendation” form from the retiring department or unit to the dean and provost or executive director and president. In the event of retirement or death of the university president, his/her name is forwarded to the board of trustees for approval. Emeritus status would be conferred and presented at the spring meeting of the board of trustees.
  - (3) Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the

service to society beyond the university community.

- (4) The vice president or provost forwards names of individuals nominated to the president who may recommend emeritus status be conferred and presented at the spring meeting of the board of trustees.
- (5) Those retirees achieving emeritus status are granted the following privileges: full library privileges; email services; university identification card; opportunity to secure parking consistent with current university procedures; and the same educational benefits that are available to currently employed faculty or staff at the time of application (see rule 3356-7-17, "Fringe benefits, excluded professional/administrative employees fee remission program").
- (6) Those retirees achieving emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness programs; attend certain alumni and university events, e.g., homecoming events, holiday breakfast, commencement, and honors convocation, and join the Youngstown state university retirees association.
- (7) Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit at the discretion of the university based upon availability.
- (8) Those bargaining unit member retirees achieving emeritus status are granted the benefits in accordance with their collective bargaining agreement as well as any additional benefits provided herein.

**RESOLUTION TO MODIFY  
DRUG-FREE ENVIRONMENT POLICY 3356-7-20  
(PREVIOUS POLICY NUMBER 7006.01)**

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

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

**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 University Drug-Free Environment policy has been reviewed pursuant to the five (5) 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 Institutional Policy governing Drug-Free Environment, policy number 3356-7-20 (Previous Policy Number 7006.01) of the *University Guidebook*, shown as Exhibit L attached hereto. A copy of the policy indicating changes to be made is also attached.



**3356-7-20 Drug-free environment.**

Previous Policy Number: 7006.01  
Responsible Division/Office: Human Resources  
Responsible Officer: VP for [Legal Affairs and Human Resources](#)  
Revision History: September 1998; December 2010; [September 2015](#)  
Board Committee: [Internal University Affairs](#)  
**EFFECTIVE DATE:** ~~December 15, 2010~~ [September 24, 2015](#)  
Next Review: ~~2015~~ [2020](#)

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- (A) Policy statement. Youngstown ~~S~~state ~~U~~university (“university”) is committed to creating a safe and healthy environment for its employees. The university prohibits the unlawful manufacture, distribution, dispensation, possession, sale or use of ~~illicit~~illegal drugs, controlled substances, intoxicants, and alcohol by any student, employee, organization (including student organizations), volunteer or visitor on University property premises, at any locations where University business is being conducted, as part of any University activities, in a university vehicle or in the workplace. Employees are prohibited from working and from operating any university vehicle or equipment while under the influence of alcohol or nonprescribed controlled substances. Employees using prescribed or over-the-counter medication are prohibited from operating university vehicles or equipment at any time when their ability to do so might be impaired by the medication. No passenger in a university vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle. All employees, students, and visitors are required to abide by this policy. Any failure to do so will result in disciplinary action against the violator and/or expulsion from University property.
- (B) Purpose. ~~Thisese procedures are~~ policy is designed to create and maintain an environment which sustains the general health and well-being of students, employees, and visitors and ~~also~~ to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The authorized use of alcohol on University premises is governed by has university policy 3356-5-10, “Alcoholic beverages on campus.” also addressed this issue in the Conduct on Campus/Persona Non Grata Policy (7022.01). Violators may be ejected from University-owned or controlled property and subject to criminal prosecution and/or University discipline.

Agenda Item G.4.c  
Exhibit L

(C) Scope. This policy applies to all students, interns, faculty, employees (including student employees), volunteers, university visitors, third parties (unless otherwise noted), and any individual or organization using university premises or engaged in a university activity or program whether on or off campus.

(D) Definitions.

- (1) "University premise." Any building or land (including parking lots) owned, leased or used by the university, including any site at which an employee is to perform work for the university.
- (2) "University vehicle or equipment." Any vehicle or equipment owned, leased or operated by the university.
- (3) "Controlled substances." Include and are not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, and any chemical compound added to federal or state regulations and denoted as a controlled substance.
- (4) "Illegal drugs." A substance whose use or possession is controlled by federal or state law but is not being used or possessed under the supervision of a licensed health care professional.
- (5) "Intoxicant." Any substance which can induce a condition of diminished mental and/or physical ability, excitement, irrational behavior or other physiological effects.
- (6) "Random testing." Drug or alcohol testing that is conducted on employees chosen by random selection.
- (7) "Reasonable suspicion testing." Testing based on specific, objective observations concerning the appearance, behavior, speech, or body odors of an employee, including but not limited to slurred speech; dilated or pinpoint pupils; drowsiness or sleepiness; unusual or rapid changes in mood; unexplained work errors; impaired manual dexterity, coordination, or ability to reason; diversion of medications or upon verification of a drug or alcohol-related conviction; and self-disclosure of selling or taking drugs or alcohol.
- (8) "Refusal to consent." Obstructing the collection or testing process; submitting an altered, adulterated, or substitute sample; failing to

appear for a scheduled test; refusing to complete the requested testing forms; failing to promptly provide specimen(s) for testing when directed to do so and without a valid medical basis for the failure.

(E) Guidelines.

- (1) All faculty, staff, volunteers and student employees are required to report known or suspected violations of this policy to their supervisor, manager or an appropriate administrator.
- (2) This policy is subject to all applicable collective bargaining agreements and state law; however, no employee or bargaining unit may be exempted from application of this policy.
- (3) Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided by an employee or volunteer shall be kept confidential to the extent required by law and maintained in files separate from personnel files. Such records and information may only be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding.
- (4) Voluntary submission for treatment of substance abuse problems will not subject employees or volunteers to disciplinary action or sanctions; however, submission for treatment shall not serve as a substitute for disciplinary action or sanction under this or any other university policy.
- (5) Any employee, volunteer or visitor who observes an individual unlawfully manufacturing, distributing, dispensing, using or possessing alcohol or possessing controlled substances on university premises shall be reported immediately to the university police. Off-site university programs or activities should contact campus police, security and/or local law enforcement.

~~(F)~~—Procedures.

- ~~(1) — At least once per year, the university will publish and distribute this policy and its procedures, along with additional information as required by the Drug-Free Workplace Act of 1988 and the Drug-Free~~

~~Schools and Communities Act Amendments of 1989, to each student and employee.~~

- ~~(2) Throughout the academic year, the University will conduct alcohol and drug abuse prevention programs for students and employees.~~
- ~~(3) Students violating this policy will be subject to disciplinary action in accordance with "The Code of Student Rights, Responsibilities, and Conduct," as published in *Penguin Playbook* (Student Handbook). Sanctions may include warning, probation, suspension, expulsion, or referral for prosecution.~~
- ~~(4) Employees violating this policy will be subject to disciplinary action in accordance with applicable collective bargaining agreements and/or other University policies and procedures. Sanctions may include warning, reprimand, suspension, removal or termination, or referral for prosecution. Employees violating this policy may also be required to participate in a drug or alcohol abuse assistance or rehabilitation program.~~
- ~~(5) Any employee convicted of a criminal drug statute violation occurring in the workplace is required to notify his/her supervisor of such conviction within five days of conviction. Upon such notification, the supervisor must immediately notify the Office of Human Resources of the same. Within thirty days of such notice, the University will take appropriate personnel action against the employee or require the employee's participation in a drug abuse assistance or rehabilitation program.~~
- ~~(6) When the convicted employee is employed in a unit of the University that is responsible for the performance of a federal grant or contract, the Office of Human Resources will notify the federal agency sponsoring the grant or contract within ten days after notification of the employee's conviction.~~
- ~~(7) Employees, students, or visitors who violate this policy may be subject to the Conduct on Campus/Persona Non Grata Policy, 7022.01~~
- (1) Consistent with this policy, the office of human resources shall:

- (a) Develop procedures for the implementation and monitoring of a drug and alcohol testing program which may include contracting with outside entities to provide testing services;
  - (b) Inform all employees of the drug-free environment policy upon employment and insure that the policy is accessible to all employees on the human resources website;
  - (c) Provide access to training for supervisors and managers; and
  - (d) Provide information on resources available through the university's employee assistance program ("EAP").
- (2) Consistent with this policy, the office of student experience shall:
- (a) Annually inform students of the university's drug-free environment policy;
  - (b) Provide alcohol and drug abuse awareness programing for students.
- (3) Drug/alcohol testing.
- (a) Pre-employment testing. Applicants for specific safety-related and other designated positions at the university will be drug/alcohol tested after receiving a final offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is a requirement of the employment process. Offers of employment are contingent on successfully passing a drug/alcohol test.
  - (b) Random testing. Performed for safety-related and other designated positions as required by law and pursuant to individual agreements. Employees in this group are subject to random testing as a condition of continued employment.
  - (c) Ordered Testing. With the approval of the office of human resources, departments or units within the university can establish testing standards that are more rigorous than outlined in this policy (such testing is typically required by federal regulations, licensure boards, and other legal or regulatory entities).

- (d) Reasonable suspicion testing.
- (i) Reasonable suspicion testing may be ordered by a supervisor, chair or other university administration only in consultation with the office of human resources/employee and labor relations officer.
  - (ii) If the supervisor or manager is unclear that testing is merited, they should consult with the office of human resources/employee and labor relations officer.
  - (iii) Where reasonable suspicion exists, the employee or volunteer shall be immediately relieved of duty pending the outcome of the testing. After an employee is sent for testing, the employee should be placed on administrative leave until further actions are taken.
  - (iv) Failure of a manager or supervisor to receive training on this policy shall not invalidate otherwise proper reasonable suspicion testing.
  - (v) Individuals testing positive should be referred to the university employee assistance program (EAP) for evaluation. The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. Employee and labor relations will review the recommendation and may determine that treatment is a requirement for any current employee who has an alcohol or drug problem that affects job performance.
- (e) Post-rehabilitation testing. When an employee has had a confirmed positive test result or has been sent to a drug dependency program at the request of the university and will remain as a university employee, then as condition of continued employment, the employee will be required to take

and pass a follow-up drug test or tests during a period of up to two years after the employee's return to work.

(G) Self-disclosure of conviction by employee.

- (1) Consistent with this policy and as required by the Drug Free Workplace Act of 1988, all employees, faculty, staff and volunteers are required to notify their immediate supervisor within five calendar days after any alcohol or drug related conviction or finding of guilt, including a plea of nolo contendere occurring in the workplace. When a supervisor is so notified by an employee, the supervisor shall immediately notify the chief human resources officer.
- (2) Within thirty days of such notice, the university will take appropriate personnel action against the employee, which may include corrective action, random testing requirements, notification of an appropriate licensing authority, and required participation in a drug abuse assistance or rehabilitation program.
- (3) If the self-disclosure is from an employee engaged in the performance of work under a federal grant or contract, the supervisor shall notify the associate vice president for research. The associate vice president for research shall notify the federal agency sponsoring the grant or contract within ten days after notification of the employee's conviction.

(H) Sanctions for violation or noncompliance.

- (1) A refusal to consent to testing shall be considered as a violation of this policy.
- (2) Corrective action may include discipline up to and including termination, required participation in an evaluation by EAP and/or follow through with an education/treatment program. If an employee refuses to participate or does not satisfactorily complete a required education/treatment program, the employee may be subject to corrective action up to and including termination.

- (3) Students violating this policy will be subject to disciplinary action in accordance with “The Code of Student Rights, Responsibilities, and Conduct” (“The Code”), sanctions may include warning, probation, suspension, expulsion, or referral for prosecution.
- (4) Employees violating this policy will be subject to disciplinary action in accordance with applicable collective bargaining agreements and/or other university policies and procedures. Sanctions may include warning, reprimand, suspension, removal or termination, or referral for prosecution. Employees violating this policy may also be required to participate in a drug or alcohol abuse assistance or rehabilitation program.
- (5) Employees, students, volunteers and visitors who violate this policy may be prohibited from accessing university premises, services, programs or events (see rule 3356-7-45, “Persona non grata”).



**3356-7-20 Drug-free environment.**

Previous Policy Number: 7006.01  
Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: September 1998; December 2010; September 2015  
Board Committee: University Affairs  
**EFFECTIVE DATE: September 24, 2015**  
Next Review: 2020

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- (A) Policy statement. Youngstown state university (“university”) is committed to creating a safe and healthy environment for its employees. The university prohibits the unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs, controlled substances, intoxicants, and alcohol by any student, employee, organization (including student organizations), volunteer or visitor on university premises, at any location where university business is being conducted, as part of any university activity, in a university vehicle, or in the workplace. Employees are prohibited from working and from operating any university vehicle or equipment while under the influence of alcohol or non-prescribed controlled substances. Employees using prescribed or over-the-counter medication are prohibited from operating university vehicles or equipment at any time when their ability to do so might be impaired by the medication. No passenger in a university vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle
- (B) Purpose. This policy is designed to create and maintain an environment which sustains the general health and well-being of students, employees, and visitors and to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The authorized use of alcohol on university premises is governed by university policy 3356-5-10, “Alcoholic beverages on campus.”
- (C) Scope. This policy applies to all students, interns, faculty, employees (including student employees), volunteers, university visitors, third parties (unless otherwise noted), and any individual or organization using university premises or engaged in a university activity or program whether on or off campus.

(D) Definitions.

- (1) "University premise." Any building or land (including parking lots) owned, leased or used by the university, including any site at which an employee is to perform work for the university.
- (2) "University vehicle or equipment." Any vehicle or equipment owned, leased or operated by the university.
- (3) "Controlled substances." Include and are not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, and any chemical compound added to federal or state regulations and denoted as a controlled substance.
- (4) "Illegal drugs." A substance whose use or possession is controlled by federal or state law but is not being used or possessed under the supervision of a licensed health care professional.
- (5) "Intoxicant." Any substance which can induce a condition of diminished mental and/or physical ability, excitement, irrational behavior or other physiological effects.
- (6) "Random testing." Drug or alcohol testing that is conducted on employees chosen by random selection.
- (7) "Reasonable suspicion testing." Testing based on specific, objective, observations concerning the appearance, behavior, speech, or body odors of an employee, including but not limited to slurred speech; dilated or pinpoint pupils; drowsiness or sleepiness; unusual or rapid changes in mood; unexplained work errors; impaired manual dexterity, coordination, or ability to reason; diversion of medications or upon verification of a drug or alcohol-related conviction; and self-disclosure of selling or taking drugs or alcohol.
- (8) "Refusal to consent." Obstructing the collection or testing process; submitting an altered, adulterated, or substitute sample; failing to appear for a scheduled test; refusing to complete the requested testing forms; failing to promptly provide specimen(s) for testing when directed to do so and without a valid medical basis for the failure.

(E) Guidelines.

- (1) All faculty, staff, volunteers and student employees are required to report known or suspected violations of this policy to their supervisor, manager or an appropriate administrator.
- (2) This policy is subject to all applicable collective bargaining agreements and state law; however, no employee or bargaining unit may be exempted from application of this policy.
- (3) Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided by the an employee or volunteer shall be kept confidential to the extent required by law and maintained in files separate form personnel files. Such records and information may only be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding.
- (4) Voluntary submission for treatment of substance abuse problems will not subject employees or volunteers to disciplinary action or sanctions; however submission for treatment shall not serve as a substitute for disciplinary action or sanction under this or any other university policy.
- (5) Any employee, volunteer or visitor who observes an individual unlawfully manufacturing, distributing, dispensing, using or possessing alcohol or possessing controlled substances on university premises shall be reported immediately to the university police. Off-site university programs or activities should contact campus police, security and/or local law enforcement.

(F) Procedures.

- (1) Consistent with this policy, the office of human resources shall:
  - (a) Develop procedures for the implementation and monitoring of a drug and alcohol testing program which may include contracting with outside entities to provide testing services;

- (b) Inform all employees of the drug-free environment policy upon employment and insure that the policy is accessible to all employees on the human resources website;
  - (c) Provide access to training for supervisors and managers; and;
  - (d) Provide information on resources available through the university's employee assistance program (EAP).
- (2) Consistent with this policy, the office of student experience shall:
- (a) Annually inform students of the university's drug-free environment policy;
  - (b) Provide alcohol and drug abuse awareness programming for students.
- (3) Drug/alcohol testing.
- (a) Pre-employment testing. Applicants for specific safety-related and other designated positions at the university will be drug/alcohol tested after receiving a final offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is a requirement of the employment process. Offers of employment are contingent on successfully passing a drug/alcohol test.
  - (b) Random testing. Performed for safety-related and other designated positions as required by law and pursuant to individual agreements. Employees in this group are subject to random testing as a condition of continued employment.
  - (c) Ordered Testing. With the approval of the office of human resources, departments or units within the university can establish testing standards that are more rigorous than outlined in this policy (such testing is typically required by federal

regulations, licensure boards, and other legal or regulatory entities).

- (d) Reasonable suspicion testing.
  - (i) Reasonable suspicion testing may be ordered by a supervisor, chair or other university administration only in consultation with the office of human resources/employee and labor relations officer.
  - (ii) If the supervisor or manager is unclear that testing is merited, they should consult with the office of human resources/employee and labor relations officer.
  - (iii) Where reasonable suspicion exists, the employee or volunteer shall be immediately relieved of duty pending the outcome of the testing. After an employee is sent for testing, the employee should be placed on administrative leave until further actions are taken.
  - (iv) Failure of a manager or supervisor to receive training on this policy shall not invalidate otherwise proper reasonable suspicion testing.
  - (v) Individuals testing positive should be referred to the university employee assistance program (“EAP”) for evaluation. The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. Employee and labor relations will review the recommendation and may determine that treatment is a requirement for any current employee who has an alcohol or drug problem that affects job performance.
- (e) Post-rehabilitation testing. When an employee has had a confirmed positive test result or has been sent to a drug

dependency program at the request of the university and will remain as a university employee, then as a condition of continued employment, the employee will be required to take and pass a follow-up drug test or tests during a period of up to two-years after the employee's return to work.

(G) Self-disclosure of conviction by employee.

- (1) Consistent with this policy and as required by the Drug Free Workplace Act of 1988, all employees, faculty, staff and volunteers are required to notify their immediate supervisor within five calendar days after any alcohol or drug related conviction or finding of guilt including a plea of nolo contendere occurring in the workplace. When a supervisor is so notified by an employee, the supervisor shall immediately notify the chief human resources officer.
- (2) Within thirty days of such notice, the university will take appropriate personnel action against the employee which may include corrective action, random testing requirements, notification of an appropriate licensing authority, and required participation in a drug abuse assistance or rehabilitation program.
- (3) If the self-disclosure is from an employee engaged in the performance of work under a federal grant or contract the supervisor shall notify the associate vice president for research. The associate vice president for research shall notify the federal agency sponsoring the grant or contract within ten days after notification of the employee's conviction.

(H) Sanctions for violation or non-compliance.

- (1) A refusal to consent to testing shall be considered as a violation of this policy.
- (2) Corrective action may include discipline up to and including termination, required participation in an evaluation by EAP and/or follow through with an education/treatment program. If an employee refuses to participate or does not satisfactorily complete a required

education/treatment program, the employee may be subject to corrective action up to and including termination.

- (3) Students violating this policy will be subject to disciplinary action in accordance with “The Code of Student Rights, Responsibilities, and Conduct” (“The Code”). Sanctions may include warning, probation, suspension, expulsion, or referral for prosecution.
- (4) Employees violating this policy will be subject to disciplinary action in accordance with applicable collective bargaining agreements and/or other university policies and procedures. Sanctions may include warning, reprimand, suspension, removal or termination, or referral for prosecution. Employees violating this policy may also be required to participate in a drug or alcohol abuse assistance or rehabilitation program.
- (5) Employees, students, volunteers and visitors who violate this policy may be prohibited from accessing university premises, services, programs or events (see rule 3356-7-45, “Persona non grata”).

**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 June 17, 2015, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2015-2016 Budget and with the University policy on Equal Employment Opportunity;

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



**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**4/22/15 through 8/15/15**

**Appointments – 46**

**New Positions – 15**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 2
- Faculty – 7

**Replacement Positions – 31**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 10
- Professional Administrative Externally Funded – 6
- Faculty – 14

**Separations – 49**

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 7
- Professional Administrative Externally Funded – 1
- Faculty – 35

**Reclassifications – 12**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 9

**Promotions – 31**

- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 1
- Faculty – 25

**Transfers – 7**

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

## **Salary Adjustments/Position Audits – 8**

- Professional Administrative Excluded – 5
- Faculty – 3

## **Displacements – 0**

## **Layoffs – 0**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Eric McLellan	APAS	Manager, Athletic Ticket Operations	Athletics	5/1/2015	1.000	\$ 45,000.00
Sheryl Schuff	APAS	Manager, Athletic Ticket Operations	Athletics	6/8/2015	1.000	\$ 47,000.00
Jodie Bock	Externally Funded	Instruction Specialist 1	Rich Center for Autism	6/1/2015	1.000	\$ 21,175.00
Mona Bozick	Externally Funded	Coordinator, Events Management	Rich Center for Autism	8/3/2015	0.750	\$ 24,750.00
Colleen Clayton-Dippolito	Externally Funded	Coordinator	English	8/10/2015	0.750	\$ 28,275.00
Jodi Cummings	Externally Funded	Internship Advisor	Dean - Stem	7/1/2015	0.50	\$ 16,000.00
Joshua Mickels	Externally Funded	Instruction Specialist 1	Rich Center for Autism	6/1/2015	1.000	\$ 21,175.00
Michael Morley	Externally Funded	OPMIC Project Manager	Dean - Stem	7/22/2015	0.500	\$ 18,000.00
Erica Pitts	Externally Funded	Instruction Specialist 1	Rich Center for Autism	1/5/2015	0.625	\$ 13,234.38
Patricia Veisz	Externally Funded	Temporary Director	WCBA	7/1/2015	1.000	\$ 73,569.00
Eddie Howard	Excluded	Associate Vice President, Student Experience	Student Experience	6/1/2015	1.000	\$122,000.00
Mike Hripko	Excluded	Associate Vice President for Research	Office of Research	6/16/2015	1.000	\$148,000.00
Kelsey Hyunyadi-Coll	Excluded	Assistant Soccer Coach	Athletics	4/20/2015	1.000	\$ 33,916.00
Benjamin Iannacchione	Excluded	Head Strength & Conditioning Coach	Athletics	5/16/2015	1.000	\$ 40,265.00
Teonna Jewell	Excluded	Assistant Women's Basketball Coach -Director of Operations	Athletics	6/1/2015	1.000	\$ 26,750.00
Tyler Lippert	Excluded	Assistant Track Field Throws Coach	Athletics	8/3/2015	1.000	\$ 32,848.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Emily Mach	Excluded	Manager, Scholarships & Special Programs	Office of Financial Aid & Scholarships	6/29/2015	1.000	\$ 43,372.00
Marcie Patton	Excluded	Manager, Compensation & Benefits	Human Resources	7/20/2015	1.000	\$ 82,000.00
Lucas Politsky	Excluded	Coordinator - Temporary	Career Services	5/16/2015	1.000	\$ 42,767.00
Michael Reagle	Excluded	Associate Vice President, Student Success	Academic Affairs	6/1/2015	1.000	\$130,000.00
Brett Rovnyak	Excluded	Academic Advisor - Temporary	Dean's Office STEM	5/1/2015	1.000	\$ 43,000.00
Sal Sanders	Excluded	Dean	College of Graduate Studies	6/1/2015	1.000	\$135,000.00
Julie Seitz	Excluded	Director	Mathematics & Statistics	8/12/2015	1.000	\$ 48,363.00
Rollen Smith	Excluded	Assistant Football Coach, Director of Operations	Athletics	6/1/2015	0.250	\$ 7,140.00
Cindy Tesch	Excluded	Associate Director Student Conduct	Student Experience	7/27/2015	1.000	\$ 55,000.00
Kathleen Aspiranti	Faculty	Assistant Professor	Counseling, Special Education & School Psychology	8/12/2015	1.000	\$ 65,000.00
Cara A. Carramusa	Faculty	Instructor	Physical Therapy	8/12/2015	1.000	\$ 67,000.00
Ronald Chordas	Faculty	Assistant Professor	Health Professions	8/12/2015	1.000	\$ 51,238.00
Louis Harris	Faculty	Assistant Professor	Health Professions	8/12/2015	1.000	\$ 51,238.00
Carrie Jackson	Faculty	Assistant Professor	Counseling, Special Education & School Psychology	8/12/2015	1.000	\$ 65,000.00
James Juergensen	Faculty	Assistant Professor	Psychology	8/12/2015	1.000	\$ 51,238.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Jai K. Jung	Faculty	Assistant Professor	Civil/Environmental and Chemical Engineering	8/14/2015	1.000	\$ 64,333.00
Lisbeth K. Justice	Faculty	Assistant Professor	Psychology	8/12/2015	1.000	\$ 51,238.00
Julie Kalina-Hammond	Faculty	Instructor	Social Work	8/12/2015	1.000	\$ 40,000.00
Lillian L. Lewis	Faculty	Assistant Professor	Art/Teacher Education	8/12/2015	1.000	\$ 51,238.00
Stephan Moldovan	Faculty	Assistant Professor	Mechanical and industrial Engineering	8/12/2015	1.000	\$ 60,000.00
Ruth Palich	Faculty	Assistant Professor	Health Professions	8/12/2015	1.000	\$ 51,238.00
William Pallante	Faculty	Instructor	Marketing	8/12/2015	1.000	\$ 75,000.00
Gregory C. Rocheleau	Faculty	Assistant Professor	Sociology, Anthropology and Gerontology	8/12/2015	1.000	\$ 56,000.00
John Rossi	Faculty	Instructor	Marketing	8/12/2015	1.000	\$ 65,000.00
Wallace J. Salkauski	Faculty	Assistant Professor	Foreign Languages and Literatures	8/12/2015	1.000	\$ 51,238.00
Joseph S. Sanson	Faculty	Assistant Professor	School of Technology	8/12/2015	1.000	\$ 58,250.00
Suzanne Smith	Faculty	Assistant Professor	Health Professions	8/12/2015	1.000	\$ 53,530.00
Ying Joy Tang	Faculty	Instructor	Psychology	8/12/2015	1.000	\$ 51,238.00
Jessica Wallace	Faculty	Instructor	Human Performance & Exercise Science	8/12/2015	1.000	\$ 51,238.00
Anthony Viviano	Faculty	Instructor	Mechanical and Industrial Engineering	8/14/2015	1.000	\$ 59,384.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Ashley Booth	APAS	Manager	Ticket Office	5/15/2015	1.00	\$43,331.64
Sally Kenney	APAS	Senior Academic Advisor	Dean Health & Human Services	6/30/2015	1.00	\$73,019.76
Sharon Mika	APAS	Assistant Director of Transfer	Undergraduate Admissions	6/30/2015	1.00	\$57,600.42
Melvin North	APAS	Program Developer Coordinator	University Outreach	6/30/2015	1.00	\$62,916.66
Corinne Ruby	APAS	Assistant Coordinator	Math Assistance Center	6/30/2015	0.50	\$18,421.20
Sharon Shanks	APAS	Planetarium Lecturer	Ward Beecher Planetarium	6/30/2015	1.00	\$54,186.48
Kevin Carmody	Excluded	Associate Director	Student Success	6/15/2015	1.00	\$56,100.00
Michael Cochran	Excluded	Head Coach Strength and Conditioning	Training Room	5/31/2015	1.00	\$70,529.94
Ronald Chordas	Excluded	Executive Director	Center for Urban & Regional Studies	8/11/2015	1.000	\$125,238.66
Matthew Novotny	Excluded	Executive Director	Kilcawley Center	6/30/2015	1.00	\$107,916.00
Edward Orona	Excluded	Director	Grants & Sponsored Programs	8/5/2015	1.00	\$85,184.28
Brent Shelby	Excluded	Assistant Coach Track & Field	Athletic Administration	6/15/2015	1.00	\$32,848.00
Mark VanTilburg	Excluded	Executive Director	Marketing & Communications	6/30/2015	1.00	\$97,605.84
Beth Maurice	Externally Funded	Lead Instruction Specialist	Rich Center	6/15/2015	1.00	\$25,675.00
Javed Alam	Faculty	Professor	Civil/Environmental & Chemical Engineering	5/12/2015	1.00	\$108,135.00
Servio Becerra	Faculty	Professor	Foreign Languages and Literatures	6/29/2015	1.00	\$87,194.70

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Robert Beebe	Faculty	Professor	EFRTL	6/30/2015	1.00	\$128,196.66
Azadeh Block	Faculty	Assistant Professor	Social Work	8/7/2015	1.00	\$52,263.00
Kyoung Mi Choi	Faculty	Assistant Professor	Counseling, Special Education, & School Psychology	8/9/2015	1.00	\$52,262.76
Herve Corbe	Faculty	Assistant Professor	Foreign Languages and Literatures	6/30/2015	1.00	\$82,189.56
Kristen Dugan	Faculty	Assistant Professor	Health Professions	8/11/2015	1.00	\$52,262.76
Audrey Ellenwood	Faculty	Associate Professor	Counseling, Special Education, & School Psychology	5/12/2015	1.00	\$64,215.00
Richard Gaydos	Faculty	Assistant Professor	Computer Science and Information Systems	5/15/2015	1.00	\$97,360.00
John George	Faculty	Assistant Professor	School of Technology	5/12/2015	1.00	\$60,095.00
Suzanne Giuffre	Faculty	Associate Professor	Physical Therapy	6/30/2015	1.00	\$87,619.02
Beverly Gray	Faculty	Professor	Psychology	5/31/2015	1.00	\$88,354.44
Meggan Hartzog	Faculty	Instructor	Teacher Education	6/18/2015	1.00	\$38,689.00
Scott Irelan	Faculty	Associate Professor and Chair	Theater and Dance	6/30/2015	1.00	\$83,125.00
Molly Jameson-Cox	Faculty	Assistant Professor	Psychology	8/10/2015	1.00	\$57,007.80
Louis Katz	Faculty	Professor	Management	6/30/2015	1.00	\$101,925.54
Susheel Kolwalkar	Faculty	Assistant Professor	Civil/Environmental & Chemical Engineering	5/12/2015	1.00	\$60,000.00
Robert Larkin	Faculty	Instructor	Social Work	5/12/2015	1.00	\$40,000.00
Karen Lee	Faculty	Assistant Professor	English	8/11/2015	1.00	\$52,262.76
Robert Leipheimer	Faculty	Professor	Biological Sciences	6/30/2015	1.00	\$90,340.38

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Alyssa Lenhoff	Faculty	Assistant Professor	English	8/11/2015	1.00	\$64,215.00
Christopher Mattheus	Faculty	Assistant Professor	Geological & Environmental Science	8/1/2015	1.00	\$58,000.00
Alton Merrell	Faculty	Assistant Professor	Dana School of Music	8/11/2015	1.00	\$51,238.00
Anthony Messuri	Faculty	Professor	School of Technology	5/15/2015	1.00	\$102,699.00
Howard Mettee	Faculty	Professor	Chemistry	5/12/2015	1.00	\$125,109.12
Tedrow Perkins	Faculty	Professor	Dana School of Music	5/12/2015	1.00	\$87,993.36
Thomas Pittman	Faculty	Instructor	English	5/12/2015	1.00	\$40,629.00
Cassandra Pusateri	Faculty	Assistant Professor	Counseling, Special Education, & School Psychology	8/10/2015	1.00	\$55,000.00
Thomas Rakestraw	Faculty	Associate Professor	Management	6/30/2015	1.00	\$97,007.00
Raymond Shaffer	Faculty	Professor and Chair	Accounting and Finance	6/30/2015	1.00	\$135,911.00
James Tackett	Faculty	Professor	Accounting and Finance	5/31/2015	1.00	\$126,012.84
John Usis	Faculty	Professor	Biological Sciences	6/30/2015	1.00	\$85,748.34
Maureen Vendemia	Faculty	Professor	Health Professions	6/30/2015	1.00	\$90,423.00
Victor Wan-Tatah	Faculty	Professor	Philosophy and Religious Studies	6/30/2015	1.00	\$87,380.34
Melinda Wolford	Faculty	Assistant Professor	Counseling, Special Education, & School Psychology	5/12/2015	1.00	\$65,000.00



**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15**  
**RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Heather Belgin	APAS	Assistant Director Alumni Engagement	Development	4/1/2015	0.75	\$ 40,559.31	\$ 38,627.91
Mary Lou Castner	APAS	Coordinator Financial Systems	Controller's Office	7/31/2015	1.00	\$ 69,347.20	\$ 69,347.20
Alycia Sutherin	APAS	Grant Funds Coordinator	Controller's Office	7/31/2015	1.00	\$ 43,372.00	\$ 41,662.40
Cynthia Bell	Excluded	Executive Assistant to the President	President	7/1/2015	1.00	\$ 62,831.00	\$ 58,176.72
Amy Cossentino	Excluded	Director	University Scholars & Honors Programs	7/1/2015	1.00	\$ 79,097.00	\$ 71,906.32
Rosalyn Donaldson	Excluded	Manager Training & Development	Human Resources	7/1/2015	1.00	\$ 58,344.00	\$ 44,880.00
Sylvia Imler	Excluded	Executive Director	Multicultural Affairs	7/1/2015	1.00	\$ 95,000.00	\$ 85,999.26
Holly Jacobs	Excluded	Vice President Legal Affairs and HR	General Counsel	7/1/2015	1.00	\$ 150,000.00	\$ 138,386.46
Jennifer Lewis	Excluded	Director, Talent Acquisition, Processing & Employee Records	Human Resources	1/1/2015	1.00	\$ 82,000.00	\$ 67,320.00
Greg Morgione	Excluded	Associate General Counsel Liaison	General Counsel	7/1/2015	1.00	\$ 110,000.00	\$ 102,423.30
Ross Morrone	Excluded	Director of Marketing	Marketing and Communications	7/1/2015	1.00	\$ 64,544.00	\$ 54,544.50
Shannon Tirone	Excluded	Associate Vice President University Relations	University Relations	7/1/2015	1.00	\$ 110,000.00	\$ 96,900.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THORUGH 8/15/15  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Martin Abraham	Excluded	Provost VP -Academic Affairs	Provost VP Academic Affairs	7/1/2015	1.00	\$ 205,000.00	\$ 200,000.00
Olivia Cupp	Excluded	Associate Director of Housing	Housing & Residence Life	8/1/2015	1.00	\$ 48,395.00	\$ 28,179.54
Lori Factor	Excluded	Director Community Engagement & Events	Performing Arts Series	5/1/2015	1.00	\$ 63,000.00	\$37588.02 (.75 FTE)
Neal McNally	Excluded	VP Finance & Business Operations	VP Finance & Business Operations	7/1/2015	1.00	\$ 150,000.00	\$ 144,820.00
Cary Wecht	Excluded	Associate Dean CFPA/Professor	College of Creative Arts & Communication	8/12/2015	1.00	\$ 97,364.10	\$ 92,264.10
Bergen Giordani	PA Externally Funded	Associate Director of Development	Rich Center	7/1/2015	1.00	\$ 50,000.00	\$ 36,000.00
Samuel Adu-Poku	Faculty	Professor	Art	8/12/2015	1.00	\$ 76,763.80	\$ 70,954.26
Corey E. Andrews	Faculty	Professor	English	8/12/2015	1.00	\$ 75,674.00	\$ 65,817.54
Christopher M. Bellas	Faculty	Associate Professor	Criminal Justice & Forensic Sciences	8/12/2015	1.00	\$ 64,215.00	\$ 52,262.76
Stephen Chalmers	Faculty	Associate Professor	Art	8/12/2015	1.00	\$ 64,215.00	\$ 54,060.00
Jeffrey Coldren	Faculty	Professor and Chair	Psychology	7/1/2015	1.00	\$ 99,226.63	\$ 81,080.82
Pedro Cortes	Faculty	Associate Professor	Civil Environmental & Chemical Engineering	8/12/2015	1.00	\$ 70,563.00	\$ 66,300.00
Lauren Cummins	Faculty	Professor	Teacher Education	8/12/2015	1.00	\$ 75,674.00	\$ 66,138.00
Michael K. Jerryson	Faculty	Associate Professor	Philosophy & Religious Studies	8/12/2015	1.00	\$ 64,215.00	\$ 53,738.00
Carl G. Johnston	Faculty	Professor	Biological Sciences	8/12/2015	1.00	\$ 75,674.00	\$ 68,656.20
Robert J. Korenic	Faculty	Associate Professor	School of Technology	8/12/2015	1.00	\$ 64,215.00	\$ 59,160.00

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 4/22/15 THORUGH 8/15/15**  
**PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Karen H. Larwin	Faculty	Associate Professor	Educational Foundation, Research Techology & Leadership	8/12/2015	1.00	\$ 65,412.00	\$ 61,200.00
Joseph P. Lyons	Faculty	Associate Professor	Health Professions	8/12/2015	1.00	\$ 65,412.00	\$ 61,200.00
Deborah S. Mower	Faculty	Professor	Philosophy & Religious Studies	8/12/2015	1.00	\$ 75,674.00	\$ 65,499.30
Nicole M. Mullins	Faculty	Professor	Human Performance & Exercise Science	8/12/2015	1.00	\$ 75,674.00	\$ 65,817.54
Matt O'Mansky	Faculty	Associate Professor and Chair	Sociology, Anthropology, Gerontology	7/1/2015	1.00	\$ 83,489.29	\$ 65,499.30
Brandt Payne	Faculty	Associate Professor	Dana School of Music	8/12/2015	1.00	\$ 71,350.00	\$ 58,069.62
Sueann Rendano	Faculty	Assistant Professor	Nursing	8/12/2015	1.00	\$ 53,654.30	\$ 51,043.86
Molly D. Roche	Faculty	Assistant Professor	Nursing	8/12/2015	1.00	\$ 53,654.30	\$ 51,043.86
Bradley A. Shellito	Faculty	Professor	Geography	8/12/2015	1.00	\$ 77,253.15	\$ 71,438.76
Mary P. Shortreed	Faculty	Assistant Professor	Nursing	8/12/2015	1.00	\$ 53,105.00	\$ 50,500.00
Alan E. Tomhave	Faculty	Associate Professor	Philosophy & Religious Studies	8/12/2015	1.00	\$ 64,215.00	\$ 54,369.06
Bonnie L. Thompson	Faculty	Assistant Professor	Nursing	8/12/2015	1.00	\$ 53,105.00	\$ 50,500.00
Charles Vergon	Faculty	Acting Professor and Chair	Education Foundation Research Technology & Leadership	7/1/2015	1.00	\$ 129,864.00	\$ 111,414.60
Ruigang Wang	Faculty	Associate Professor	Chemistry	8/12/2015	1.00	\$ 64,215.00	\$ 57,630.00
Peter Woodlock	Faculty	Professor and Chair	Accounting and Finance	7/1/2015	1.00	\$ 139,053.00	\$ 120,513.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Ed Goist	APAS	Coordinator of Alumni Engagement	Alumni Engagement	7/1/2015	1.00	\$ 60,000.00
Mollie Hartup	APAS	Assistant Director University Events	University Events	7/1/2015	1.00	\$ 52,430.04
James Stipetich	APAS	Academic Advisor	STEM	5/1/2015	1.00	\$ 39,316.92
Catherine Cala	Excluded	Director of Alumni Engagement	Alumni Engagement	7/1/2015	1.00	\$ 71,283.72
Jacquelyn LeViseur	Excluded	Director of University Events	University Events	4/1/2015	1.00	\$ 65,528.26
Elizabeth Cianciola	Externally Funded	Research Associate I	Dean - Education	8/1/2015	1.00	\$ 32,640.00
Ricky George	Externally Funded	Associate Director	Dean - Education	8/1/2015	1.00	\$ 54,035.82

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
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>
Andrew Crane	Excluded	Assistant Coach, Women's Basketball	Athletics	6/1/2015	1.00	\$ 44,000.00	1.00	\$ 42,000.00
Jeanne Herman	Excluded	University Registrar	Registration & Records	7/1/2015	1.00	\$ 93,593.00	1.00	\$ 87,470.10
Cynthia Kravitz	Excluded	Director	Equal Opportunity & Policy Development	7/1/2015	1.00	\$ 110,000.00	1.00	\$ 100,000.00
Trevor Parks	Excluded	Director	Sports Information	1/1/2015	1.00	\$ 55,057.86	1.00	\$ 51,455.94
Gary Swegan	Excluded	Associate VP Enrollment and Management	Enrollment Management	7/1/2015	1.00	\$ 140,000.00	1.00	\$ 137,000.00
Karen Giorgetti	Faculty	Associate Professor	Psychology	8/12/2015	1.00	\$ 66,702.42	1.00	\$ 83,377.00
Qi Jang	Faculty	Professor	Sociology Anthropology Gerontology	8/12/2015	1.00	\$ 73,071.60	1.00	\$ 97,757.00
Ron Shaklee	Faculty	Professor	Geography	8/12/2015	1.00	\$ 86,277.00	1.00	\$ 99,660.12

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
DISPLACEMENTS RESULTING FROM LAYOFF**

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

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 4/22/15 THROUGH 8/15/15  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

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

**RESOLUTION TO APPROVE  
THE MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
ATTORNEY GENERAL OF OHIO AND  
YOUNGSTOWN STATE UNIVERSITY  
REGARDING THE PROVISION OF LEGAL SERVICES  
TO THE UNIVERSITY**

**WHEREAS**, pursuant to the Ohio Revised Code Sections 109.02 and 3345.15, the Ohio Attorney General is the chief legal officer for Youngstown State University and has ultimate responsibility for rendering legal services to the University; and

**WHEREAS**, in furtherance of providing legal services to the University, the University has entered into the attached Memorandum of Understanding (“MOU”) with the Ohio Attorney General’s Office; and

**WHEREAS**, the MOU establishes the Office of General Counsel in order to provide legal services which MOU requires that all attorneys appointed to represent the University be designated as Assistant Attorneys General.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University approves the attached Memorandum of Understanding between the Attorney General of Ohio and Youngstown State University and authorizes the execution of the Memorandum for this purpose.



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
ATTORNEY GENERAL OF OHIO AND  
YOUNGSTOWN STATE UNIVERSITY  
REGARDING THE PROVISION OF LEGAL SERVICES  
TO THE UNIVERSITY**

**I. PURPOSE**

This Memorandum of Understanding (hereinafter "MOU") is entered into by the Attorney General of Ohio ("Attorney General") and by the Board of Trustees of Youngstown State University ("the University"), for the purpose of defining the relationship between the Attorney General and the University regarding the provision of legal services and representation to the University. This MOU sets forth the relationship and responsibilities between the parties in their joint effort to provide legal services and representation to the College.

The goals of this MOU are to: (1) set forth the structure of organization for the provision of legal services at and for the University; (2) define the responsibilities each of the parties shall have for the provision and maintenance of legal services within that structure and organization; and (3) advance the coordination of legal services for the University and the cooperative efforts of the University and the Attorney General.

**II. OFFICE OF THE ATTORNEY GENERAL**

Pursuant to Sections 109.02 and 3345.15 of the Ohio Revised Code, the Attorney General is the chief legal officer for the University, and the legal representation of the University remains within the direction and control of the Attorney General. The Attorney General has ultimate responsibility for rendering legal services to the University and for the selection of counsel to provide representation for the University.

In furtherance of this statutory function, the Attorney General has established the Education Section within the Office of the Attorney General. Included within the responsibilities of the Education Section is the legal representation of the University.

The Chief of the Education Section shall have the responsibility within the Attorney General's Office for the management and supervision of legal matters of the University and shall maintain a close working relationship with the University's General Counsel who shall have the responsibility within the University for the management and supervision of legal matters of the University.

*Memorandum of Understanding  
Between the Ohio Attorney General  
And Youngstown State University  
Page 2*

**III. ORGANIZATION OF THE OFFICE OF LEGAL AFFAIRS AT THE UNIVERSITY**

**A. GENERAL COUNSEL**

There shall be created at the University the position of General Counsel. This person may carry additional or other titles at the discretion of the University. The person holding this position shall be appointed an Assistant Attorney General. The General Counsel shall be chosen jointly by the University's Board of Trustees and the Attorney General. The General Counsel shall be an attorney-at-law, eligible to practice in the State of Ohio. The provisions set forth in the MOU shall apply to the current General Counsel and to any successors who may be appointed to serve as General Counsel.

***1. Method of Selection and Term in Office***

The University's General Counsel shall be chosen jointly by the Attorney General and the Board of Trustees of the University and shall cease to serve if either the Attorney General or the Board of Trustees so requests. When a vacancy occurs in the position of General Counsel, the University's usual search process for senior officials shall be used, except that the Attorney General shall be appropriately represented in the process, including but not limited to representation on the search committee and an opportunity to interview candidates. The Board of Trustees of the University and the Attorney General may, in appropriate circumstances, agree to an appointment to this position without a full search process.

The General Counsel's authority to exercise the functions of the Office of General Counsel derives from the Attorney General and the Board of Trustees and may be withdrawn either by the Attorney General or the Board of Trustees. The authority to act as General Counsel may be terminated by the Attorney General or the Board of Trustees, only after appropriate notice to the other party and adequate consultation concerning the reason for that termination. In the event a vacancy occurs in the Office of General Counsel as a result of such request, the University may, at its discretion, continue this individual in service to the University in some other position provided that: (1) the individual does not practice law in any way on behalf of the University, (2) the legal representation of the University remains exclusively within the control of the Attorney General, (3) the terms of this MOU remain in all other respects, effective and operational, and (4) the selection process for a new General Counsel is immediately commenced.

*Memorandum of Understanding  
Between the Ohio Attorney General  
And Youngstown State University  
Page 3*

**2. *Salaries and Budget Matters***

The General Counsel's salary and all expenses of the office, including staff assistants and support staff shall be set and paid by the University and included within the University's budget.

**3. *Job Responsibilities and Coordination with the Attorney General's Office***

The General Counsel shall be responsible under the general supervision of the Attorney General for the coordination and supervision of all assigned legal matters at the University. In carrying out these management responsibilities, the General Counsel will work closely with the Chief of the Education Section within the Office of the Attorney General. All legal business relationships between the University and the Attorney General's Office shall be handled through the General Counsel and the Chief of the Education Section, except that the President or the Board of Trustees may, at any time, approach the Attorney General directly to seek legal assistance and the Attorney General may render legal services directly to the President or the Board of Trustees, at the Attorney General's discretion.

The General Counsel shall be responsible for ensuring that the Chief of the Education Section is informed of all pending legal matters at the University. This may occur via regular memos and/or regular meetings, special counsel reports, telephone conferences and other means as mutually determined by the Chief of the Education Section and the General Counsel. Specifically, the General Counsel shall be responsible for ensuring that case status reports and copies of significant legal memoranda prepared by or on behalf of the University are provided to the Chief of the Education Section.

**4. *Supervision of Litigation and Appointment of Special Counsel***

The General Counsel shall be responsible, under the general supervision of the Attorney General, for the management of litigation involving the University. The General Counsel shall work with the Attorney General's Office to secure legal assistance from the Attorney General's Office and to secure the Attorney General's appointment of special counsel, when needed, to carry out the University's legal business. Selection of special counsel is at the discretion of the Attorney General. The General Counsel shall be the primary contact person on behalf of the University with counsel within the Attorney General's Office performing legal work for the University. Special counsel shall report to both the Attorney General's Office and the General Counsel, as set

*Memorandum of Understanding  
Between the Ohio Attorney General  
And Youngstown State University  
Page 4*

forth in the retention agreement between Special Counsel and the Attorney General. The General Counsel and the Chief of the Education Section of the Attorney General's Office shall have the responsibility for coordination and supervision of such representation on behalf of the University as they determine appropriate and efficient.

**B. OTHER ATTORNEYS**

The University may employ such other attorneys as it deems necessary and appropriate to carry out the University's business. The Attorney General must first approve such appointments, and the Attorney General shall appoint such attorneys as Assistant Attorneys General, with appropriate limitations or conditions of appointment as may be deemed necessary by either the Attorney General or the University's General Counsel.

The appointments or conditions of appointment may be withdrawn or changed at any time by the Attorney General when either the Attorney General or the University's General Counsel determines that such action is called for in the best interest of the conduct of the University's legal affairs. All the University's attorneys practicing law on behalf of the University shall report to the University's General Counsel with respect to legal matters assigned to them. All rights and conditions of employment for these attorneys shall be determined exclusively by the University with the exception of those set forth in this MOU. No attorney shall be authorized to render legal advice and counsel or offer to practice law on behalf of the University except those who are authorized by the Attorney General as Assistant Attorneys General or special counsel. As set forth above, the salaries of all other University attorneys shall be determined and paid by the University and all office expenses of the attorneys shall be likewise the responsibility of the University.

**IV. LEGAL REPRESENTATION**

**A. IN GENERAL**

The Attorney General has the ultimate authority to represent the University in all matters. No legal action shall be commenced by the University without the express authorization of the University's General Counsel and the Office of the Attorney General. Any requests to initiate legal action shall be made through the Chief of the Education Section and shall include requests to appeal. In addition, the Chief of the Education Section must be immediately notified if an opposing party files a notice of appeal. Legal

*Memorandum of Understanding  
Between the Ohio Attorney General  
And Youngstown State University  
Page 5*

representation may be assigned to special counsel or Assistant Attorneys General in the Office of the Attorney General as determined by the Attorney General. The funding for all special counsel appointed to represent the University shall be provided by the University. The cost of legal services rendered to the University by Assistant Attorneys General in the Office of the Attorney General shall be paid by the Attorney General's Office, except as explicitly agreed to by the University. However, the University's General Counsel and the Attorney General's Office shall explore the potential reduction of the cost of legal services, where appropriate, by increasing the use of Assistant Attorneys General in the Office of the Attorney General. If costs can be reduced by the increased use of Assistant Attorneys General, appropriate compensation may be negotiated with the Attorney General's Office to cover the cost entailed in the use of such additional Assistant Attorneys General.

**B. SETTLEMENTS**

All settlements of claims or lawsuits shall be recommended by the University's General Counsel and approved by the Board of Trustees or such other University officer or committee as the University's internal procedures shall require. The University's General Counsel shall obtain prior approval from the Attorney General's Office of all settlements in advance of approval by the Board of Trustees, and will not represent to the parties that a matter has been settled until approved by the Attorney General, as required by law.

**C. APPEARANCES IN COURTS OR BEFORE AGENCIES**

No University Legal Counsel shall represent the University in Court or before any administrative agency

**V. DURATION**

This MOU shall govern the relationship between the University and the Attorney General regarding the provisions of legal services to the University effective upon execution by both signatories. It shall continue in effect so long as neither the Attorney General, then in office, nor the Board of Trustees, withdraws its participation in writing. This MOU may be amended only by the mutual consent, in writing, of the Attorney General and the Board of Trustees.

Financial obligations under the MOU shall continue in effect for the present biennium subject to appropriation of sufficient funds by the General Assembly. With

*Memorandum of Understanding  
Between the Ohio Attorney General  
And Youngstown State University  
Page 6*

respect to financial obligations under the MOU, the parties represent that it is their intention to renew those obligations for each subsequent biennial period, subject to the appropriation of sufficient funds by the General Assembly. The University understands and agrees that failure to obtain full or partial funding hereunder may be cause for immediate renegotiation of this MOU.

APPROVED BY:

Carol S. Weimer  
Chair of the Youngstown State  
University Board of Trustees,  
Carol S. Weimer

Mike DeWine  
Mike DeWine  
Attorney General, State of Ohio  
Office of the Attorney General  
30 East Broad Street, 17<sup>th</sup> Floor  
Columbus, Ohio 43215-3428

7/20/15  
Date

~~July~~ AUGUST 5, 2015  
Date

**DIVIDER**

**INFORMATION**

# **OATH OF OFFICE**

**Charles R. Bush**



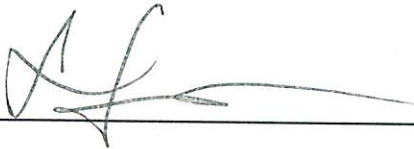
**WILL BE HANDED OUT AT MEETING**

# **OATH OF OFFICE**

**Samantha P. Anderson**

OATH OF OFFICE

I, Samantha Anderson, 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.

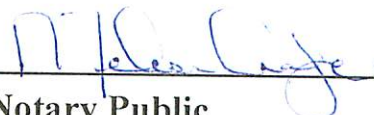
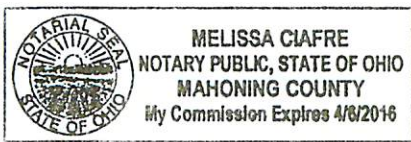


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STATE OF OHIO

COUNTY OF Mahtominy

Personally sworn to before me, a Notary Public in and for said County, and subscribed to my presence this 21<sup>st</sup> day of July, 2015.



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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, Samantha Anderson, from Poland, Mahoning County, Ohio, as a Member of the Youngstown State University Board of Trustees for a term beginning June 10, 2015 and ending at the close of business April 30, 2017, replacing Eric Anthony Shehadi, 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  
10th day of June in the year of our  
Lord, Two Thousand and Fifteen.

A handwritten signature in blue ink, appearing to read "John R. Kasich", is written over a horizontal line.

John R. Kasich  
Governor

## GOVERNOR'S APPOINTMENTS TO BOARDS AND COMMISSIONS

**Date:** 6/10/2015

**Name of Appointee:** Ms. Samantha Anderson

**Address:** 3605 Hummingbird Hill Dr.  
Poland, OH 44514  
Mahoning County  
(H) -  
(W) -  
(M) - 3307272761

**Name of Commission:** Youngstown State University Board of Trustees

**Contact:** Cindy Bell, Assistant to the President  
One University Plaza  
Youngstown, OH 44555  
(330) 941-3102

**Term Begins:** 5/1/2015

**Term Ends:** 4/30/2017

**Party Affiliation:** Independent

**Senate Confirmation:** Appointed by the Governor, confirmed by the Senate

**Financial Disclosure:** Confidential disclosure required

**Vice:** Eric Anthony Shehadi