

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

Leonard D. Schiavone, Chair

James B. Greene, Vice Chair

All Trustees are Members

James P. Tressel, *Ex-Officio*

**Thursday, December 3, 2015
3:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

A. Disposition of Minutes for Meetings Held September 3, 2015; and September 24, 2015

B. Old Business

C. Committee Items

1. Consent Agenda

- a. Resolution to Modify Chargebacks Policy, 3356-3-12** **Tab 1**
(Previous Policy Number 3009.02)
Neal McNally, Vice President for Finance and Business Operations, will report.
- b. Resolution to Modify Identity Theft Red Flags Policy, 3356-4-14** **Tab 2**
(Previous Policy Number 4012.02)
Neal McNally, Vice President for Finance and Business Operations, will report.
- c. Resolution to Modify Electronic Information Technology (EIT)** **Tab 3**
Accessibility Policy, 3356-5-14 (Previous Policy Number 5015.01)
Holly Jacobs, Vice President and General Counsel, will report.

2. Finance and Facilities Action Items

- a. Resolution to Approve Unmanned Aircraft (Drones and Model Aircraft)** **Tab 4**
Policy, 3356-4-44
Neal McNally, Vice President for Finance and Business Operations, will report.

- b. Resolution to Approve Room Rental Rates for the University Courtyard Apartments, Effective Fall Semester 2016** **Tab 5**
Eddie Howard, Associate Vice President for Student Experience, will report.
- c. Resolution to Approve Interfund Transfers** **Tab 6**
Katrena Davidson, Controller, will report.
- d. Resolution to Renew and Amend the Internal Audit Charter** **Tab 7**
Neal McNally, Vice President for Finance and Business Operations, will report.

3. Finance and Facilities Discussion Items

- a. Quarterly Update on FY 2016 Operating Budget** **Tab 8**
Neal McNally, Vice President for Finance and Business Operations, will report.
- b. Planning and Construction Projects Update** **Tab 9**
John Hyden, Executive Director of Facilities and Support Services, and Rich White, Associate Director of Planning and Construction, will report.
- c. Sale and Acquisition of Real Estate**
James P. Tressel, President, will report.
- d. Report of Audit Subcommittee**
A verbal report of the Audit Subcommittee will be presented. Leonard D. Schiavone will report.
- e. Report of Investment Subcommittee**
A verbal report of the Investment Subcommittee will be presented. James B. Greene will report.

D. New Business

E. Adjournment

AGENDA ITEM: C.1.a.

AGENDA TOPIC: Resolution to Modify Chargebacks Policy, 3356-3-12 (Previous Policy Number 3009.02)

STAFF CONTACT(S): Neal McNally, Vice President for Finance & Business Operations

BACKGROUND: This policy is intended to ensure the proper allocation of costs by establishing rules and guidelines for internally charging YSU departments for certain goods or services that have been provided by another YSU department. Chargebacks are a way to control and allocate costs and not a mechanism for increasing the operating budget for departments providing goods and/or services.

SUMMARY AND ANALYSIS: This policy is being reviewed as part of the regular five-year schedule and has been revised to conform to the numbering format prescribed by the Ohio legislative service commission. There are no material changes to this policy.

RESOLUTION:

**RESOLUTION TO MODIFY
CHARGEBACKS POLICY, 3356-3-12
(PREVIOUS POLICY NUMBER 3009.02)**

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

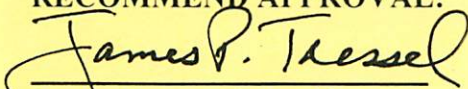
WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

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 Chargebacks 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 Chargebacks, policy number 3356-3-12 (Previous Policy Number 3009.02) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
December 16, 2015
YR 2016-**

3356-3-12 Chargebacks.

Previous Policy Number: 3009.02
Responsible Division/Office: ~~Budget Office~~ [Finance and Business Operations](#)
Responsible Officer: [Vice President](#) for Finance and ~~Administration~~
[Business Operations](#)
Revision History: December 2010; [December 2015](#)
Board Committee: Finance and Facilities
Effective Date: **December ~~15, 2010~~ [16, 2015](#)**
Next Review: ~~2015~~ [2020](#)

- (A) Policy statement. The university is committed to financial accountability. In certain instances, chargebacks provide an effective method by which to ensure financial accountability and the appropriate allocation of costs.
- (B) Purpose. To establish a policy to create, modify and authorize chargebacks and related processes.
- (C) Definitions. “Chargeback” ~~is~~ [the](#) allocation of costs by charging departments for certain goods or services that have been provided by another department. Chargebacks are a way to control and allocate costs and not a mechanism for increasing the operating budget for departments providing goods and/or services.
- (D) Parameter.
- (1) Certain departments on campus need resources to perform certain functions, to provide specific services and/or materials. In some cases, resources are provided to departments so that they may provide goods and/or services to other departments. The cost of certain goods and/or services may be charged back (i.e., billed) to the departments that request the goods and/or services.
 - (2) Chargebacks for auxiliary overhead and employee fringe benefits are excluded from this policy.
 - (3) Authorized chargebacks shall be included in the university’s operating budget as adopted by the board of trustees.

- (4) The vice president for finance and ~~administration~~business operations shall establish procedures and guidelines for chargeback processes.
- (5) The establishment of new chargebacks and the modification of existing chargebacks should be approved prior to implementation and as part of the annual budget process.
- (6) Chargebacks may be assessed only by departments that have been approved and designated to do so. Only the financial managers of these departments may authorize chargebacks.
- (7) A chargeback may be assessed when the goods and/or services are requested by the department receiving the goods and/or services. A chargeback also may be assessed when essential services are provided, even for services not explicitly requested (i.e., police security services for an event on campus).
- (8) Chargebacks should reflect the direct cost of the goods and/or services provided. The department providing goods/services should be able to clearly demonstrate and document how the chargeback is calculated.
- (9) Exceptions to this policy may be approved by the president or his/her designee.

3356-3-12 Chargebacks.

Previous Policy Number: 3009.02
Responsible Division/Office: Finance and Business Operations
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: December 2010; December 2015
Board Committee: Finance and Facilities
Effective Date: December 16, 2015
Next Review: 2020

- (A) Policy statement. The university is committed to financial accountability. In certain instances, chargebacks provide an effective method by which to ensure financial accountability and the appropriate allocation of costs.
- (B) Purpose. To establish a policy to create, modify and authorize chargebacks and related processes.
- (C) Definitions. “Chargeback”. The allocation of costs by charging departments for certain goods or services that have been provided by another department. Chargebacks are a way to control and allocate costs and not a mechanism for increasing the operating budget for departments providing goods and/or services.
- (D) Parameter.
 - (1) Certain departments on campus need resources to perform certain functions, to provide specific services and/or materials. In some cases, resources are provided to departments so that they may provide goods and/or services to other departments. The cost of certain goods and/or services may be charged back (i.e., billed) to the departments that request the goods and/or services.
 - (2) Chargebacks for auxiliary overhead and employee fringe benefits are excluded from this policy.
 - (3) Authorized chargebacks shall be included in the university’s operating budget as adopted by the board of trustees.

- (4) The vice president for finance and business operations shall establish procedures and guidelines for chargeback processes.
- (5) The establishment of new chargebacks and the modification of existing chargebacks should be approved prior to implementation and as part of the annual budget process.
- (6) Chargebacks may be assessed only by departments that have been approved and designated to do so. Only the financial managers of these departments may authorize chargebacks.
- (7) A chargeback may be assessed when the goods and/or services are requested by the department receiving the goods and/or services. A chargeback also may be assessed when essential services are provided, even for services not explicitly requested (i.e., police security services for an event on campus).
- (8) Chargebacks should reflect the direct cost of the goods and/or services provided. The department providing goods/services should be able to clearly demonstrate and document how the chargeback is calculated.
- (9) Exceptions to this policy may be approved by the president or his/her designee.

AGENDA ITEM: C.1.b.

AGENDA TOPIC: Resolution to Modify Identity Theft Red Flags Policy, 3356-4-14 (Previous Policy Number 4012.02)

STAFF CONTACT(S): Neal McNally, Vice President for Finance & Business Operations

BACKGROUND: This policy is intended to establish procedures for developing and implementing safeguards to mitigate risks associated with identity theft of students, faculty, staff, vendors, visitors and other parties engaged with the University.

SUMMARY AND ANALYSIS: This policy is being reviewed as part of the regular five-year schedule and has been revised to conform to the numbering format prescribed by the Ohio legislative service commission. There are no material changes to this policy.

RESOLUTION:

**RESOLUTION TO MODIFY
IDENTITY THEFT RED FLAGS POLICY, 3356-4-14
(PREVIOUS POLICY NUMBER 4012.02)**

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

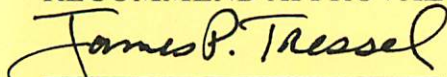
WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

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 Identity Theft Red Flags 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 Identity Theft Red Flags, policy number 3356-4-14 (Previous Policy Number 4012.02) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
December 16, 2015
YR 2016-**

3356-4-14 Identity theft red flags ~~policy~~.

Previous Policy Number: 4012.02 (~~new~~)
Responsible Division/Office: ~~Financial Services~~ and Business Operations
Responsible Officer: Vice President for Finance and ~~Administration~~
Business Operations
Revision History: December 2010; December 2015
Board Committee: Finance and Facilities
Effective Date: ~~December 15, 2010~~ December 16, 2015
Next Review: ~~2015~~ 2020

- (A) Policy statement. The university will establish an identity theft prevention program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program in compliance with part 681 of Title 16 of the Code of Federal Regulations, implementing sections 114 and 315 of the Fair and Accurate Credit Transactions Act (“FACTA”) of 2003.
- (B) Purpose. The purpose of this policy is to enable appropriate university officials to develop and implement policies and procedures to address the risks of identity theft to its students, faculty, staff, vendors and other customers.
- (C) Definitions. All terms used in this policy that are defined in 16 C.F.R. section 681.2 shall have the same meaning provided therein.
- (D) Parameters.
- (1) The requirements of this policy apply to all university departments and organizations, which: regularly arrange for the extension, renewal or continuation of credit; defer payment for services rendered and/or regularly extend, renew or continue credit; or use consumer reports to conduct credit or background checks on prospective employees.
 - (2) This policy incorporates by reference university policies and procedures to the extent necessary to accomplish the purpose of this policy and to comply with 16 C.F.R. section 681.2, including

but not limited to the following rules of the Administrative Code:

- (a) Rule 3356-4-09 – “Acceptable use of university technology resources”;
 - (b) Rule 3356-3-08 – “Cash collection sites”;
 - (c) Rule 3356-9-06 – “Professional conduct of faculty, department chairpersons, and professional/administrative employees”;
 - (d) Rule 3356-4-13 – “Sensitive information”;
 - (e) Rule 3356-3-04 – “Contract compliance/administration.”
- (3) At a minimum, the university’s identity theft prevention program will include:
- (a) Guidelines for identifying patterns, practices or specific activities that indicate the possible existence of an identity theft;
 - (b) Identification of reasonable and appropriate action steps that will be taken when a pattern, practice or specific activity has been detected;
 - (c) Processes for requiring that accounts accessed or managed by external vendors on behalf of the university have implemented an appropriate program;
 - (d) Training to educate employees on the program;
 - (e) Periodic review and updates to the program;
 - (f) Annual program reporting to appropriate university leadership.
- (4) In administering the program, the vice president for finance and ~~administration~~business operations (chief financial officer) shall:
- (a) Assign specific responsibility for the program’s

implementation;

- (b) Review reports prepared pursuant to section 8 below;
 - (c) Approve all material changes to the program as necessary to address changing identity theft risks.
- (5) The program shall include procedures to ensure that the activities of service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.
- (6) The program shall include relevant red flags from the following categories as appropriate:
- (a) Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
 - (b) The presentation of suspicious documents;
 - (c) The presentation of suspicious personal identifying information;
 - (d) The unusual use of, or other suspicious activity related to, a covered account;
 - (e) Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.
- (7) The program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. The response shall be commensurate with the degree of risk posed. Appropriate responses may include:
- (a) Monitor a covered account for evidence of identity theft;
 - (b) Contact the customer;

- (c) Change any passwords, security codes or other security devices that permit access to a covered account;
 - (d) Reopen a covered account with a new account number;
 - (e) Not open a new covered account;
 - (f) Close an existing covered account;
 - (g) Notify law enforcement;
 - (h) Determine no response is warranted under the particular circumstances.
- (8) Program reports. Each annual report shall address material matters related to the program and shall evaluate:
- (a) The effectiveness of the program in accomplishing its purpose;
 - (b) Any service provider arrangements;
 - (c) Any significant incidents involving identity theft that may have occurred and the university's response to those incidents;
 - (d) All recommendations for material changes to the program.

3356-4-14 Identity theft red flags.

Previous Policy Number: 4012.02
Responsible Division/Office: Finance and Business Operations
Responsible Officer: Vice President for Finance and
Business Operations
Revision History: December 2010; December 2015
Board Committee: Finance and Facilities
Effective Date: December 16, 2015
Next Review: 2020

- (A) Policy statement. The university will establish an identity theft prevention program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program in compliance with part 681 of Title 16 of the Code of Federal Regulations, implementing sections 114 and 315 of the Fair and Accurate Credit Transactions Act (“FACTA”) of 2003.
- (B) Purpose. The purpose of this policy is to enable appropriate university officials to develop and implement policies and procedures to address the risks of identity theft to its students, faculty, staff, vendors and other customers.
- (C) Definitions. All terms used in this policy that are defined in 16 C.F.R. section 681.2 shall have the same meaning provided therein.
- (D) Parameters.
- (1) The requirements of this policy apply to all university departments and organizations, which: regularly arrange for the extension, renewal or continuation of credit; defer payment for services rendered and/or regularly extend, renew or continue credit; or use consumer reports to conduct credit or background checks on prospective employees.
 - (2) This policy incorporates by reference university policies and procedures to the extent necessary to accomplish the purpose of this policy and to comply with 16 C.F.R. section 681.2, including

but not limited to the following rules of the Administrative Code:

- (a) Rule 3356-4-09 – “Acceptable use of university technology resources”;
 - (b) Rule 3356-3-08 – “Cash collection sites”;
 - (c) Rule 3356-9-06 – “Professional conduct of faculty, department chairpersons, and professional/administrative employees”;
 - (d) Rule 3356-4-13 – “Sensitive information”;
 - (e) Rule 3356-3-04 – “Contract compliance/administration.”
- (3) At a minimum, the university’s identity theft prevention program will include:
- (a) Guidelines for identifying patterns, practices or specific activities that indicate the possible existence of an identity theft;
 - (b) Identification of reasonable and appropriate action steps that will be taken when a pattern, practice or specific activity has been detected;
 - (c) Processes for requiring that accounts accessed or managed by external vendors on behalf of the university have implemented an appropriate program;
 - (d) Training to educate employees on the program;
 - (e) Periodic review and updates to the program;
 - (f) Annual program reporting to appropriate university leadership.
- (4) In administering the program, the vice president for finance and business operations (chief financial officer) shall:
- (a) Assign specific responsibility for the program’s

implementation;

- (b) Review reports prepared pursuant to section 8 below;
 - (c) Approve all material changes to the program as necessary to address changing identity theft risks.
- (5) The program shall include procedures to ensure that the activities of service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.
- (6) The program shall include relevant red flags from the following categories as appropriate:
- (a) Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
 - (b) The presentation of suspicious documents;
 - (c) The presentation of suspicious personal identifying information;
 - (d) The unusual use of, or other suspicious activity related to, a covered account;
 - (e) Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.
- (7) The program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. The response shall be commensurate with the degree of risk posed. Appropriate responses may include:
- (a) Monitor a covered account for evidence of identity theft;
 - (b) Contact the customer;

- (c) Change any passwords, security codes or other security devices that permit access to a covered account;
 - (d) Reopen a covered account with a new account number;
 - (e) Not open a new covered account;
 - (f) Close an existing covered account;
 - (g) Notify law enforcement;
 - (h) Determine no response is warranted under the particular circumstances.
- (8) Program reports. Each annual report shall address material matters related to the program and shall evaluate:
- (a) The effectiveness of the program in accomplishing its purpose;
 - (b) Any service provider arrangements;
 - (c) Any significant incidents involving identity theft that may have occurred and the university's response to those incidents;
 - (d) All recommendations for material changes to the program.

AGENDA ITEM: C.1.c.

AGENDA TOPIC: Resolution to Modify Electronic Information Technology (EIT) Accessibility Policy, 3356-5-14 (Previous Policy Number 5015.01)

STAFF CONTACT(S): Holly Jacobs, Vice President and General Counsel

BACKGROUND: Per the Resolution Agreement with the Department of Education, Office of Civil Rights, the University had timely submitted an Electronic Information Technology policy for review. The DOE/OCR requested some minimal changes, including clarifying who the policy applies to and what defines a disability.

SUMMARY AND ANALYSIS: The changes recommended by the DOE/OCR have been made to the policy which is submitted for the Board's consideration.

RESOLUTION:

**RESOLUTION TO MODIFY ELECTRONIC INFORMATION
TECHNOLOGY (EIT) ACCESSIBILITY POLICY, 3356-5-14
(PREVIOUS POLICY NUMBER 5015.01)**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy Electronic Information Technology (EIT) Accessibility, policy number 3356-5-14 (Previous Policy Number 5015.01) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

3356-5-14 Electronic information technology (EIT) accessibility ~~policy~~.

Previous Policy Number: 5015.01
Responsible Office: Finance and ~~Administration~~ Business Operations (Information
Technology Services)
Responsible Officer: Vice President for Finance and ~~Administration~~ Business
Operations
Revision History: December 2013; March 2014; June 2015; December 2015
Board Committee: ~~University Affairs~~ Finance and Facilities
BOT Approval Date: ~~June 17,~~ December 16, 2015
Next Review: 2020

(A) Policy statement. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. department of education. Youngstown State University (“YSU”) is committed to ensuring that communication with university constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, or who otherwise require the use of assistive technology to access information, is as effective as communication with those without disabilities, ~~including learning disabilities~~.

The university will ensure that all computer software and systems for public use will permit all persons ~~students~~ with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those ~~students~~ without disabilities.

(B) Purpose. All electronic and information technology (“EIT”) must be accessible to university constituents and must adhere to the EIT accessibility standards referred to below.

(C) Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes:

- (1) University web pages and linked information;
- (2) All online learning content, including documents posted in learning management systems, (“Blackboard” and “Sakai”); and
- (3) Distance education and e-learning tools and materials.

(D) Definitions.

- (1) “Official university web page.” An official University web page is any web page created by the university, its departments, colleges, or other administrative offices for the official business of the university. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.
 - (2) “University-related web page.” A university-related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:
 - (a) Linked from an official university web page;
 - (b) Stored on one of the university-controlled web servers;
 - (c) Created in support of university businesses and courses; or
 - (d) On servers contracted by the university.
 - (3) “Content editors.” Authorized university faculty or staff trained by the information technology (“IT”) and human resources (“HR”) department on the EIT accessibility standards and on the approved content management system such that they are approved to maintain a department or office web page.
 - (4) “Faculty.” Authorized faculty who have received training on EIT accessibility standards and content management systems.
 - (5) “[EIT accessibility training](#).” Required training conducted by staff of the IT and HR departments for all content editors and faculty prior to having authorization to publish EIT on the university website, web pages, or any university EIT.
 - (6) “[EIT accessibility coordinator](#).” Staff member authorized to coordinate and implement the EIT accessibility policy.
 - (7) “[EIT accessibility standards](#).” YSU’s EIT accessibility standards are drawn from W3C web accessibility initiative (“WAI”) and section 508 standards.
 - (8) “[Implementation timeline](#).” Plan for the university to be fully compliant with the EIT accessibility standards.
- (E) Parameters.
- (1) Each administrative unit, department, or office, through an authorized content editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.
 - (2) Content editors may develop and maintain official university web pages and are responsible for their content subject to the following requirements:

- (a) Software used to develop official university web pages will be limited to packages approved by information technology services (“ITS”).
- (b) Official university web pages must run on ITS servers or servers contracted for by ITS.
- (c) All official university web pages and related university web pages and all EIT must strictly adhere to the EIT accessibility standards.
- (d) The EIT coordinator shall provide direction and guidance on standards to be followed for accessibility of all EIT. The standards shall be posted on the ADA accessibility compliance web page. The EIT coordinator is responsible for developing and implementing a plan to monitor all university EIT for adherence to EIT accessibility standards. The EIT coordinator is authorized to disable any EIT found to be in violation of the EIT accessibility standards.
- (e) All official and university-related web pages and all EIT must adhere to:
 - (i) Applicable [copyright laws](#).
 - (ii) Applicable state of Ohio and federal laws and rules.
 - (iii) Rule 3356-4-09 of the Administrative Code, “Acceptable Use of University Technology Resources,” (where appropriate).
 - (iv) [EIT accessibility standards](#).
- (f) The use of university symbols (i.e., YSU word mark, YSU logo, university seal, and Pete the penguin) and related information should adhere to the university’s [graphic identity standards](#) from the office of marketing and communications.
- (g) Registered student organizations use of the university name must adhere to article V, section F, paragraph 16 of “The Code of Student Rights, Responsibilities, and Conduct.”
- (h) The following are examples of content prohibited from display on either official university web pages or university-related web pages, including all EIT:
 - (i) Unauthorized solicitation or endorsement for for-profit business ventures.

- (ii) Activities that involve a conflict of interest (rules 3356-7-01 and 3356-7-19 of the Administrative Code).
 - (iii) Adult content (including banners).
 - (iv) Any content covered by rule 3356-4-13 of the Administrative Code, "Sensitive information," such as credit card numbers.
 - (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
- (i) All university computer labs shall provide equal access afforded by technology for all ~~students and~~ users, including ~~students~~ users with disabilities. The university shall make assistive technology available at all student computer labs and shall provide a notice of accessibility that includes contact information for questions, inquiries, or complaints.
- (F) Procedures for creating and posting accessible EIT.
- (1) Authorized content editors and faculty may develop and maintain official university websites or pages and EIT.
 - (2) Administrative units, individuals, and organizations requesting ability to place EIT on the university website or the university course management system must contact the university website manager, ~~at webmaster@ysu.edu~~ ysu web team, in order to be trained and become an authorized content editor and/or faculty.
 - (3) If any EIT is determined to be in violation of the parameters in this policy, including the EIT accessibility standards, an effort will be made beforehand to discuss the violation(s) with the content editor or faculty and to correct any errors. The EIT coordinator has the authority to disable any EIT from the university servers if in his/her discretion such action is necessary.
- (G) Purchasing accessible software compatible with assistive technology. It is the policy of the university to ensure that all IT software and systems purchased meet the EIT accessibility standards by producing accessible products and documents. The software or systems shall permit ~~students~~ persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those students without disabilities. See computer software accessibility purchasing standard that will be placed into the terms and conditions and request for proposal documents provided by the office of procurement services.

(H) Reporting violations.

- (1) All accessibility concerns with any university EIT should be directed to the EIT coordinator for prompt resolution. Any person desiring to make an [anonymous complaint](#) with regard to a violation of this policy or any federal or state law with regard to EIT accessibility may do so by reporting violations through a confidential mailbox.
- (2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/section 504 coordinator for students or the Title II/section 504 coordinator for employees. The university grievance policy can be found at [university grievance policy](#). The contact information for individuals serving in those roles on behalf of the university can be found at the university's web page dedicated to [accessibility compliance](#).

3356-5-14 Electronic information technology (EIT) accessibility.

Previous Policy Number: 5015.01
Responsible Office: Finance and Business Operations (Information Technology Services)
Responsible Officer: Vice President for Finance and Business Operations
Revision History: December 2013; March 2014; June 2015; December 2015
Board Committee: Finance and Facilities
BOT Approval Date: December 16, 2015
Next Review: 2020

(A) Policy statement. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. department of education. Youngstown State University (“YSU”) is committed to ensuring that communication with university constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, or who otherwise require the use of assistive technology to access information, is as effective as communication with those without disabilities.

The university will ensure that all computer software and systems for public use will permit all persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those without disabilities.

(B) Purpose. All electronic and information technology (“EIT”) must be accessible to university constituents and must adhere to the EIT accessibility standards referred to below.

(C) Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes:

- (1) University web pages and linked information;
- (2) All online learning content, including documents posted in learning management systems, (“Blackboard” and “Sakai”); and
- (3) Distance education and e-learning tools and materials.

(D) Definitions.

- (1) “Official university web page.” An official University web page is any web page created by the university, its departments, colleges, or other administrative offices

for the official business of the university. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.

- (2) “University-related web page.” A university-related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:
 - (a) Linked from an official university web page;
 - (b) Stored on one of the university-controlled web servers;
 - (c) Created in support of university businesses and courses; or
 - (d) On servers contracted by the university.
 - (3) “Content editors.” Authorized university faculty or staff trained by the information technology (“IT”) and human resources (“HR”) department on the EIT accessibility standards and on the approved content management system such that they are approved to maintain a department or office web page.
 - (4) “Faculty.” Authorized faculty who have received training on EIT accessibility standards and content management systems.
 - (5) “EIT accessibility training.” Required training conducted by staff of the IT and HR departments for all content editors and faculty prior to having authorization to publish EIT on the university website, web pages, or any university EIT.
 - (6) “EIT accessibility coordinator.” Staff member authorized to coordinate and implement the EIT accessibility policy.
 - (7) “EIT accessibility standards.” YSU’s EIT accessibility standards are drawn from W3C web accessibility initiative (“WAI”) and section 508 standards.
 - (8) “Implementation timeline.” Plan for the university to be fully compliant with the EIT accessibility standards.
- (E) Parameters.
- (1) Each administrative unit, department, or office, through an authorized content editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.
 - (2) Content editors may develop and maintain official university web pages and are responsible for their content subject to the following requirements:

- (a) Software used to develop official university web pages will be limited to packages approved by information technology services (“ITS”).
- (b) Official university web pages must run on ITS servers or servers contracted for by ITS.
- (c) All official university web pages and related university web pages and all EIT must strictly adhere to the EIT accessibility standards.
- (d) The EIT coordinator shall provide direction and guidance on standards to be followed for accessibility of all EIT. The standards shall be posted on the ADA accessibility compliance web page. The EIT coordinator is responsible for developing and implementing a plan to monitor all university EIT for adherence to EIT accessibility standards. The EIT coordinator is authorized to disable any EIT found to be in violation of the EIT accessibility standards.
- (e) All official and university-related web pages and all EIT must adhere to:
 - (i) Applicable copyright laws.
 - (ii) Applicable state of Ohio and federal laws and rules.
 - (iii) Rule 3356-4-09 of the Administrative Code, “Acceptable Use of University Technology Resources,” (where appropriate).
 - (iv) EIT accessibility standards.
- (f) The use of university symbols (i.e., YSU word mark, YSU logo, university seal, and Pete the penguin) and related information should adhere to the university’s graphic identity standards from the office of marketing and communications.
- (g) Registered student organizations use of the university name must adhere to article V, section F, paragraph 16 of “The Code of Student Rights, Responsibilities, and Conduct.”
- (h) The following are examples of content prohibited from display on either official university web pages or university-related web pages, including all EIT:
 - (i) Unauthorized solicitation or endorsement for for-profit business ventures.
 - (ii) Activities that involve a conflict of interest (rules 3356-7-01 and 3356-7-19 of the Administrative Code).

- (iii) Adult content (including banners).
 - (iv) Any content covered by rule 3356-4-13 of the Administrative Code, "Sensitive information," such as credit card numbers.
 - (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
 - (i) All university computer labs shall provide equal access afforded by technology for all users, including users with disabilities. The university shall make assistive technology available at all student computer labs and shall provide a notice of accessibility that includes contact information for questions, inquiries, or complaints.
- (F) Procedures for creating and posting accessible EIT.
- (1) Authorized content editors and faculty may develop and maintain official university websites or pages and EIT.
 - (2) Administrative units, individuals, and organizations requesting ability to place EIT on the university website or the university course management system must contact the university website manager, ysu web team, in order to be trained and become an authorized content editor and/or faculty.
 - (3) If any EIT is determined to be in violation of the parameters in this policy, including the EIT accessibility standards, an effort will be made beforehand to discuss the violation(s) with the content editor or faculty and to correct any errors. The EIT coordinator has the authority to disable any EIT from the university servers if in his/her discretion such action is necessary.
- (G) Purchasing accessible software compatible with assistive technology. It is the policy of the university to ensure that all IT software and systems purchased meet the EIT accessibility standards by producing accessible products and documents. The software or systems shall permit persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those without disabilities. See computer software accessibility purchasing standard that will be placed into the terms and conditions and request for proposal documents provided by the office of procurement services.

(H) Reporting violations.

- (1) All accessibility concerns with any university EIT should be directed to the EIT coordinator for prompt resolution. Any person desiring to make an anonymous complaint with regard to a violation of this policy or any federal or state law with regard to EIT accessibility may do so by reporting violations through a confidential mailbox.
- (2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/section 504 coordinator for students or the Title II/section 504 coordinator for employees. The university grievance policy can be found at university grievance policy. The contact information for individuals serving in those roles on behalf of the university can be found at the university's web page dedicated to accessibility compliance.

AGENDA ITEM: C.2.a.

AGENDA TOPIC: Resolution to Approve Unmanned Aircraft (Drones and Model Aircraft) Policy, 3356-4-44

STAFF CONTACT(S): Neal McNally, Vice President for Finance & Business Operations

BACKGROUND: With the growing use of drones and other types of unmanned aircraft systems (UAS)—for commercial, academic and recreational purposes—the University has developed a new policy governing the use of such systems on and above campus property. The new policy provides guidelines for the use of UAS by students, University personnel and third parties, and its passage by the Board of Trustees will make YSU eligible for insurance coverage under the Inter-University Council - Insurance Consortium program.

SUMMARY AND ANALYSIS: In developing this new policy, University management studied best practices and existing policies in place at other universities, and current regulations. This policy identifies the Federal Aviation Administration as the lead agency for regulation of UAS. YSU's office of Environmental & Occupational Health & Safety is designated as the appropriate office to draft required procedures and instructions for UAS use and to approve such use on or above campus property. In addition, this policy establishes prohibitions on the use of UAS where, for example, there is a reasonable expectation of privacy.

RESOLUTION:

**RESOLUTION TO APPROVE UNMANNED AIRCRAFT
(DRONES AND MODEL AIRCRAFT) POLICY, 3356-4-44**

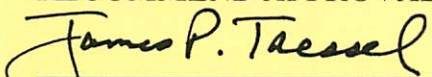
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Unmanned Aircraft (Drones and Model Aircraft) policy number 3356-4-44 of the *University Guidebook*, shown as Exhibit __ attached hereto.

RECOMMEND APPROVAL:



James P. Tressel, President

**Board of Trustees Meeting
December 16, 2015
YR 2016-**

NEW POLICY

3356-4-44 Unmanned aircraft (drones and model aircraft).

Responsible Division/Office: Environmental and Occupational Health and Safety
Responsible Officer: Vice President for Finance and Business Operations
Revision History: December 2015
Board Committee: Finance and Facilities
Effective Date: December 16, 2015
Next Review: 2020

- (A) Policy statement. The operation of unmanned aircraft systems (UAS), including drones and model aircraft, is regulated by the Federal Aviation Administration (FAA) and relevant state law. Youngstown state university (university) seeks to permit UAS's to be utilized productively in a manner that fully meets institutional, legal, public safety and ethical responsibilities.
- (B) Purpose. To provide direction to anyone seeking to operate a UAS or model aircraft on or above university property or as part of University employment or University activities.
- (C) Scope. This policy applies to:
- (1) Employees, students, and student groups operating UAS's in any location as part of their University employment or as part of University activities;
 - (2) The operation by any person of UAS's or model aircraft on or above Youngstown State University property;
 - (3) The purchase of UAS's with funding through the university, including university accounts, grants, or Youngstown state university foundation accounts, and;
 - (4) The hiring or contracting for any UAS services by a university department, office or unit.
- (D) Definitions.

- (1) University property. Buildings, grounds, and land that are owned, leased, licensed or otherwise controlled by the university including but not limited to any University "air rights" recognized by federal or state law.
 - (2) Unmanned aircraft system (UAS), unmanned aircraft (UA), or drone. Any unmanned aerial vehicle, and all of the associated support equipment, control station, data links, telemetry, communications and equipment necessary to operate the unmanned aerial vehicle from a distance of more than one foot via tether or remote control, including but not limited to drones, planes, model aircrafts, helicopters, blimps, balloons or kites. For purposes of this policy collectively referred to as UAS.
 - (3) Certificate of Authorization or Waiver (COA). An authorization issued by the Air Traffic Organization (ATO) of the FAA to an operator for a specific UAS activity. A COA may contain provisions or limitations to ensure the UAS can operate safely with other airspace users.
 - (4) 333 Exemption. An FAA exemption based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA) which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.
 - (5) Model Aircraft. Equipment used only for hobby and recreation purposes and not for commercial purposes.
 - (6) Operator. The pilot or individual who is controlling, maneuvering, or commanding an drone, unmanned aircraft, unmanned aircraft system or model aircraft.
- (E) Procedures.
- (1) Any individual or group, including university employees, students and student groups, seeking to operate a model aircraft or UAS on university property is responsible for obtaining all required documentation and approvals, and

for compliance with FAA regulations, state and federal laws and university policies.

- (2) The university's office of environmental and occupational health and safety (EOHS) shall be responsible for university procedures, approvals, and instructions regarding UAS and model aircraft operation on university property and for UAS operation pursuant to university employment or university activities. Operators should contact EOHS for applicable forms and procedures.
- (3) Any use of UAS or model aircraft over university property other than by university students, employees or vendors as part of university employment or activities, is only allowed after receiving written approval from the EOHS; and is only permitted pursuant to a written agreement which holds the university harmless from any resulting claims or harm to individuals and damage to university property and provides proof of insurance as required by EOHS.
- (4) If UAS are being used to obtain photos, video or sound for non-university commercial purposes, university commercial use policies must also be followed. In addition to all other requirements, permission for such use must be granted in writing from the office of marketing & communication.
- (5) UAS shall be operated in a responsible manner and shall not create a hazard to university owned or controlled property, the university community or the public at any time and shall not be operated in a way that disrupts instruction or unduly affects the environment of people in or passing through a common space, those working or studying within a building, or those entering, exiting or otherwise making their way about a facility.
- (6) In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private and the unauthorized interception or

recording of images, electronic communications and electronic data.

- (7) Any person who observes the use of any UAS or model aircraft on university property should immediately notify the university police department at 330-941-3527.

(F) Prohibited uses.

- (1) UAS's and model aircraft shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with university policy and social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health care rooms
- (2) UAS's and model aircraft shall not be used to monitor the inside of university facilities including but not limited campus daycare facilities.
- (3) UAS's and model aircraft shall not be used to monitor or record sensitive or personal information that may be found, for example, in an individual's workspaces, on computer or other electronic displays

(G) Violations.

- (1) Any violations of this policy will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university for employees and sanctions for students up and including expulsion from the university.
- (2) Legal prohibitions regarding physical presence on campus, such as trespass, and other legal action may also be pursued against third parties that operate a UAS or model aircraft in violation of this policy.

- (3) Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by the university and will be the responsibility of those persons involved.
- (4) Any person or entity using or operating any UAS or model aircraft in violation of this policy may face criminal and civil penalties and liability under federal and state law.

AGENDA ITEM: C.2.b.

AGENDA TOPIC: Resolution to Approve Room Rental Rates for the University Courtyard Apartments, Effective Fall Semester 2016

STAFF CONTACT(S): Eddie Howard, Associate Vice President for Student Experience

BACKGROUND: Each year, University Housing Services evaluates the merits of adjusting room rental rates for student housing facilities. Early approval is sought to permit sufficient time needed to advertise next year's rates.

SUMMARY AND ANALYSIS: Effective fall semester 2016, Housing Services proposes to raise the rental rates for the University Courtyard Apartments by 3.0% - 3.5%, which will provide additional revenue needed to maintain these facilities and fund auxiliary overhead charge increase. Additionally, Housing Services will offer a renewal program that will enable current residents to lock into the current year's rental rates for 2016-2017 academic year. For purposes of budget planning, an occupancy rate of 96% is assumed.

RESOLUTION:

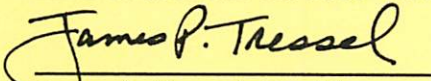
**RESOLUTION TO APPROVE ROOM RENTAL RATES
FOR THE UNIVERSITY COURTYARD APARTMENTS,
EFFECTIVE FALL SEMESTER 2016**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in exhibit __, effective fall semester 2016.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
December 16, 2015
YR 2016-
Exhibit __**

**University Courtyard Apartments
Monthly Room Rental Rates**

| <u>Unit Type</u> | <u>Proposed FY 2016</u> | <u>Actual FY 2015</u> | <u>Percent Increase</u> | <u>Dollar Increase</u> |
|------------------|-----------------------------|---------------------------|-----------------------------|----------------------------|
| 1 Bed / 1 Bath | \$805.00 | \$780.00 | 3.2% | \$25.00 |
| 2 Bed / 2 Bath | \$680.00 | \$660.00 | 3.0% | \$20.00 |
| 4 Bed / 2 Bath | \$590.00 | \$570.00 | 3.5% | \$20.00 |

Additional Information Supporting Resolution on Courtyard Rate Increase

We submit the FY17 Rental Rate Proposal with a 3.0% - 3.5% rate increase to help offset costs associated with maintaining the property due to its age along with wear and tear as well as new items that were added to the budget and are as follows:

- Addition of Residence Life Coordinator position at approximately \$30,000/yr.
- Addition of two Community Assistants at approximately \$17,000/yr. (based on minimum wage for 20 hours a week)
- Outsourced internet service expense at approximately \$105,000/yr.
- Outsourced cleaning service at approximately \$20,000/yr.
- YSU Police additional coverage and hours processed as a chargeback
- Funds designated to upgrade the courtyard area at approximately \$20,000

It is our hope that the rental rates can be submitted to the YSU Board of Trustees and approved at the December board meeting as it is critical to begin the marketing campaign early in order to secure leases to reach the budgeted occupancy of 96%. By having the approved rates in December, it will afford us the opportunity to first begin with our renewal campaign, open up the waitlist to the students that chose to transfer from the residence halls and then open the waitlist for all students to begin signing leases in March.

Historically this time table has allowed us the opportunity to get ahead of our competitors which includes the new project opening their community in August 2016.

In addition, we propose to extend a renewal incentive offer to 200 existing residents and 50 residence hall student transfers, which give them the opportunity to lock in the current year's market rental rate if they sign a lease by February 15, 2016.

AGENDA ITEM: C.2.c.

AGENDA TOPIC: Resolution to Approve Interfund Transfers

STAFF CONTACT(S): Neal McNally, Vice President for Finance & Business Operations, and Katrena Davidson, Controller

BACKGROUND: The Board of Trustees authorizes inter-fund transfers of \$100,000 or more for operating purposes, and for capital improvements or construction projects of \$500,000 or more. Transfers out of operating reserves require approval regardless of amount.

SUMMARY AND ANALYSIS: Parking Services is requesting a transfer of \$1.5 million from the Parking Services Plant Reserve to fund a safety update project to the M-1 Parking Deck, including lighting, staining, and repairs.

RESOLUTION:

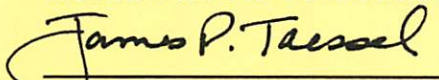
**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

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 __.

REVIEWED AS TO FORM AND CONTENT:



James P. Tressel, President

**Board of Trustees Meeting
December 16, 2015
YR 2016-**



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

| FROM | TO | AMOUNT | REASON |
|--|--|---------------|---|
| Parking Services Plant Reserve (Auxiliary Plant Fund) | M-1 Deck Safety Update Project (Auxiliary Plant Fund) | \$1,500,000 | Transfer to fund a safety update project to the M-1 Parking Deck, including lighting, staining, and repairs. |

AGENDA ITEM: C.2.d.

AGENDA TOPIC: Resolution to Renew and Amend the Internal Audit Charter

STAFF CONTACT(S): Neal McNally, Vice President for Finance & Business Operations

BACKGROUND: The Audit Subcommittee of the Board of Trustees maintains separate charters for Internal Audit, and for the Audit Subcommittee. The charter for the Audit Subcommittee establishes a three-year review schedule for reviewing its charter. To remain consistent with this three-year review cycle, it is recommended that the charter for Internal Audit be reviewed at the December 2015 meeting of the Board of Trustees.

SUMMARY AND ANALYSIS: In its current form, the Internal Audit Charter adequately defines the role and mission of the internal audit function, including authority, accountability and scope of work. However, two substantive changes are recommended by University management in the *Scope of Work* section of the charter:

1. Additional language ensuring that a risk assessment is be included in the scope of work, regardless of any change in the appointment of Internal Audit in the ensuing contract year, planned or otherwise; and
2. Additional language clarifying that Internal Audit may engage a third party in instances where specialized skills or expertise may be required to fulfill a particular audit.

The proposed new language appears in **red font** in the attached Exhibit.

RESOLUTION:

**RESOLUTION TO RENEW AND AMEND THE
INTERNAL AUDIT CHARTER**

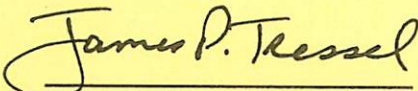
WHEREAS, the Internal Audit Charter is approved by the Board of Trustees; and

WHEREAS, the Internal Audit Charter sets forth the process for adopting the annual audit plan; and

WHEREAS, the Audit Subcommittee has recommended changes to Internal Audit Charter;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the changes to the Internal Audit Charter, shown as Exhibit ___ attached hereto.

RECOMMEND APPROVAL:



James P. Tressel, President

**Board of Trustees Meeting
December 16, 2015
YR 2016-**

Mission Statement

Internal Audit will assist The YSU Board of Trustees and University management in the discharge of their oversight, management, and operating responsibilities through *independent* audits and consultations designed to evaluate and promote the system of internal controls, including effective and efficient operations.

Definition of Internal Auditing

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Authority and Accountability

To ensure maximum independence and adequate consideration of recommendations, Internal Audit will report to the Audit Subcommittee of the Board of Trustees and will have direct access to the Audit Subcommittee and/or President. Daily interactions and administration of the internal audit contract will be coordinated by the Vice President for Administration and Finance or his designee.

Internal Audit is authorized to have unrestricted access to University information, including records, computer files, property, and personnel of the University in accordance with the authority granted by the Board's approval of this charter and applicable federal and state statutes. Internal Audit is free to review and evaluate all policies, procedures, and practices of any University-related activity, program, or function except where limited by law or University policy.

Scope of Work

Internal Audit will assess the University's processes of risk management, control, and governance to ensure that:

- Risks are appropriately identified and managed. **A risk assessment shall be included in the scope of work, regardless of any change in the appointment of Internal Audit in the ensuing contract year, planned or otherwise.**
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employees' actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in the University.

In developing the annual audit plan:

- During the March Audit Subcommittee meeting, Internal Audit will meet with the Audit Subcommittee to present its risk-based methodology. During that meeting, the Board will be notified that Internal Audit will begin to develop the annual audit plan. Feedback from the Board is welcome and desired. Next, Internal Audit will meet with the President and Vice President of Administration and Finance to discuss the risk analysis and specific areas of concern. Following that, Internal Audit will meet with the Chair and Vice Chair of the Audit Subcommittee to further discuss the risk analysis and specific areas of Board concern. Finally, Internal Audit will develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or concerns identified by the Board and/or management, and submit that plan to the President and the Chair of the Audit Subcommittee for signature to commence implementation of the plan.
- Internal Audit will implement the annual audit plan and provide quarterly status reports.
- Internal Audit will maintain a professional audit staff with sufficient knowledge, skills, and experience to meet the requirements of this Charter. **As necessary, Internal Audit may engage a third party in instances where specialized skills or expertise may be required to fulfill a particular audit.** At a minimum, Internal Audit will comply with relevant professional standards, such as the *International Standards For The Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors, Inc.
- Internal Audit will issue periodic reports to management, and Audit Subcommittee as appropriate, summarizing results of audit activities.

AGENDA ITEM: C.3.a.

AGENDA TOPIC: Quarterly update on the FY 2016 Operating Budget

STAFF CONTACT(S): Neal McNally, Vice President for Finance & Business Operations

BACKGROUND: Each quarter, University management reports to the Trustees on the status of the University's operating budget. In addition, the Board is provided with a quarterly comparison of budgeted revenues and expenses vs. actual revenues and expenses.

SUMMARY AND ANALYSIS: The budget to actual comparative analysis is in a "dashboard" format, which uses color-coded business indicators to identify revenues and expenses that are on-target versus those that may be of concern.

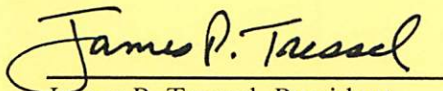
For revenues, a red warning indicator was assigned to the category of tuition and fee income, which is below budget as a result of the University's FTE enrollment levels being 2% below budgeted levels. In addition, the Chancellor's recent directive mandating YSU to expand the bulk-rate tuition plateau to 18 credit hours (effective spring semester) will create additional pressure on the University's revenue. Combined, these two factors result in a projected revenue shortfall of \$2.7 million for FY 2016.

Although expenses are generally on or below target, as denoted by the green-colored indicators assigned to each expense category on the accompany report, University management must nonetheless take steps to curb expenses in an effort to manage the projected revenue shortfall.

First and foremost, management is revisiting the strategic investment reserve that was included in the FY 2016 operating budget adopted by the Board of Trustees in June. This reserve was set aside with the intention of making strategic investments, namely in the form of new staff positions that were deemed mission-critical or in some way essential for the success of the University. And although some of these strategic funds have been spent or otherwise committed, a balance of approximately \$2.8 million is still available. Therefore, some of the aspirational investments that had been planned will need to be deferred, and management will need to reset priorities. Additionally, all forms of expenditures will continue to be monitored and scrutinized by financial managers campus-wide.

RESOLUTION: N/A DISCUSSION ONLY

REVIEW AS TO FORM AND CONTENT:


James P. Tressel, President

YOUNGSTOWN STATE UNIVERSITY
Budget to Actual
For the 3-month period of 7/1/15 - 9/30/15

| FY2016 Revenue 1st Quarter, 9/30/15 | Fiscal Year 2016 | | Actual as a % of Budget | Business Indicator | FY16 actual compared to FY15 actual |
|--|----------------------|---------------------|----------------------------|-----------------------|---|
| | Budget | Actual | | | |
| Tuition and mandatory fees | \$95,098,715 | \$46,780,785 | 49.2% | ● | ↓ |
| Other tuition and fees | \$10,189,878 | \$5,320,146 | 52.2% | ● | ↑ |
| Student charges | \$1,311,000 | \$616,001 | 47.0% | ● | ↑ |
| State appropriations | \$42,471,742 | \$10,429,776 | 24.6% | ● | ↑ |
| Recovery of indirect costs | \$2,001,413 | \$435,259 | 21.7% | ● | ↔ |
| Investment income | \$1,530,000 | \$111,550 | 7.3% | ● | ↔ |
| Other income | \$897,252 | \$665,625 | 74.2% | ● | ↑ |
| Total | \$153,500,000 | \$64,359,142 | 41.9% | ● | ↑ |

- On/Above target
- Caution
- Warning

| FY2016 Expenses 1st Quarter, 9/30/15 | Fiscal Year 2016 | | Actual as a % of Budget | Business Indicator | FY16 actual compared to FY15 actual |
|---|----------------------|---------------------|----------------------------|-----------------------|---|
| | Budget | Actual | | | |
| Wages | \$74,463,120 | \$15,545,006 | 20.9% | ● | ↔ |
| Benefits | \$25,161,158 | \$5,145,456 | 20.4% | ● | ↔ |
| Scholarships | \$5,453,956 | \$837,645 | 15.4% | ● | ↑ |
| Operations | \$20,506,642 | \$3,945,081 | 19.2% | ● | ↑ |
| Plant & maintenance | \$9,771,874 | \$2,365,974 | 24.2% | ● | ↔ |
| Fixed asset purchases | \$471,285 | \$7,781 | 1.7% | ● | ↓ |
| Transfers | \$17,783,373 | \$17,770,371 | 99.9% | ● | ↑ |
| Total | \$153,611,408 | \$45,617,314 | 29.7% | ● | ↑ |

- On/Below target
- Caution
- Warning

AGENDA ITEM: C.3.b.

AGENDA TOPIC: Planning and Construction Projects Update

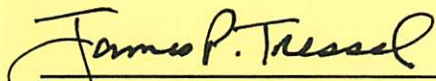
STAFF CONTACT(S): John Hyden, Executive Director of Facilities and Support Services, and Richard White, Director of Planning and Construction

BACKGROUND: This is a regular report presented to the Board of Trustees to keep them informed of what major projects are recently complete, currently ongoing, out for bidding, and which projects are currently in development.

SUMMARY AND ANALYSIS: Summary of construction projects currently underway including Elevator Safety Repairs, Utility Distribution Upgrades, and Melnick Hall Renovations. Also included will be a brief discussion on projects we are planning for Spring/Summer 2016 which will include Instructional Space Upgrades, Building System Upgrades, Campus Core Lighting Upgrades, Steam Line Repair/Replacement, Fedor Hall Storm Water Repairs, and M1 Parking Deck Renovations.

RESOLUTION: N/A – DISCUSSION ITEM ONLY

REVIEWED AS TO FORM AND CONTENT:


James P. Tressel, President

YSU Capital Projects Summary:

Board Update 11/9/2015

Capital Projects Currently Underway:

Elevator Safety Repairs and Replacements
YSU 1516-35

\$1.6M (Capital C34531) Murphy Contracting, Contractor
Elevator cars and equipment in DeBartolo Hall, Tod Hall, Ward Beecher, and Maag Library will be replaced. Modifications to the freight elevators in Moser Hall and Bliss Hall will also be completed. **Update:** Two cars in DeBartolo are complete with the third car now being upgraded. Also, the modifications to the freight elevators and the car in Ward Beecher are complete. Maag Library, Tod Hall, and M1 elevators will be upgraded starting next spring.

Wind Turbines
YSU 1314-16R

\$156K (Grant) University Electric, Contractor
Wind Turbines are installed at the corner of Wick Avenue and the E.B. Service Road for STEM research. **Update:** Both turbines are installed but some adjustments need to be made. A weather station was installed at Melnick Hall and we will be installing a transfer switch so data from both turbines can be collected. The installation of the third turbine will start November 9th and be complete by late December.

Utility Distribution Upgrades and Expansion
YSU 1516-34

\$1.5M (Capital Funds C34541) C.L. Firestone, Penn Ohio EC
Upgrades and expansion of our electrical substation. **Update:** Work has started and some parts of the existing sub-station have been refurbished or replaced. Foundation work for the sub-station expansion has also begun and final details of the new sub-station components are being worked out.

Roof Repairs and Replacements
YSU 1516-36

\$1.2M (Capital Funds C34534) BSHM Architects, Boak and Sons
Sections of roofs on Tod Hall, Moser Hall, and Fedor Hall will be replaced. **Update:** Work is complete on Fedor Hall with only a few punchlist items remaining. Work is almost complete at Tod Hall with the small roof over the NW entrance left to complete. Work on Moser Hall will start after Tod is complete and the Building Exterior project is complete.

Moser Hall Advanced Manufacturing Lab
YSU 1516-50

\$700k (Capital Funds C34543) YSU Staff, United Contractors
Renovation of space in Moser Hall for lab space and for the relocation of associated faculty offices. **Update:** New exhaust hoods will need to be installed to meet the operational needs of the department. This will require another Controlling Board action and we anticipate release of funds by mid-December with installation to follow after.

Building Exterior Repairs

YSU 1516-51

\$1.1M (Capital Funds C34535) GPD Group, Advanced Rest.

Repairs to the masonry exteriors on Moser Hall, Ward Beecher and Stambaugh Stadium. ***Update:*** Work is nearing completion on the stadium, several punchlist items remain. Also, work for Moser Hall and Ward Beecher is progressing very slowly. Completion has been pushed back to November 1st with liquidated damages of \$1,000/day being accessed.

Melnick Hall Renovations

YSU 1516-1

\$4.65 (Capital, Local C34530) Strollo Architects, Murphy Cont.

Renovations to Melnick Hall for the relocation of the YSU Foundation and WYSU. ***Update:*** Work has started and is progressing. Completion is scheduled for late-December with move-in scheduled for early January 2016.

Projects in development for Fall 2015 and Spring/Summer 2016:**Research and Economic Development Offices**

YSU 1516-72

\$60k (Local Funds) YSU Staff w/CL Firestone

Renovations to Tod Hall 3rd floor for Research and Economic Development. Construction documents will be complete by early November. Construction should start early December with completion by the end of January.

Meshel Hall Renovations – 4th floor

YSU 1516-63

\$70k (Local Funds) YSU Staff w/JM Verostko

Relocation of sprinkler piping within the computer center. Work will begin over winter break and should be completed late January 2016.

Elevator Replacements in M1 Parking Deck

YSU 1516-61

\$600k (Capital C34531) Domokur Architects – Murphy Contracting

Complete replacement of two elevator cars in the M1 parking deck. Bids opened October 28th with Murphy Contracting the low bidder. Request is at the controlling board with work scheduled to start in May 2016.

M1 Parking Deck Lighting Upgrades

YSU 1516-79

\$1.2M (Parking Maintenance Funds) Walker Parking

Replacement of the lighting in the M1 parking deck with efficient LED fixtures. Also included will be painting of the ceilings and signage. Work scheduled to start in May 2016 with the entire deck being closed until August.

Utility Distribution Upgrades – Steam Line Repair/Replacement

YSU 1516-34-2

\$800k (Capital C34541) CL Firestone

This project will be the replacement of deteriorated steam lines between Meshel Hall and Bliss Hall with new piping within new tunnel sections. Bid documents are under way with the project anticipated for Summer 2016.

Campus Core Lighting Upgrades, Phase II

YSU 1516-49-2

\$800K (Capital C34537) YSU Staff/CL Firestone

This project will be a continuation of a previous project that will repair and upgrade lighting across campus core. New poles, conduits, and LED fixtures will be installed. Work will begin Summer 2016.

Building System Upgrades

YSU 1516-73

\$1.5M (Capital C34542) JM Verostko

This project will be the repair and replacement of building systems (HVAC, building automation, mechanical) in several buildings across campus including Moser Hall and Ward Beecher.

Storm Water Upgrades – Fedor Hall

YSU 1516-81

\$250k (Capital C34536) YSU Staff

This project will address water infiltration and flooding issues at Fedor Hall. Work is anticipated to start May/June 2016.

Edmund J. Salata Complex Renovations

YSU 1516-18

\$300k (Capital C34539) YSU Staff

This project will consist of replacing inefficient, single pane windows, HVAC equipment, renovating the restrooms, and minor plumbing upgrades. This project will start early Fall 2016.

Instructional Space Upgrades

YSU 1516-82

\$1M (Capital C34524) YSU Staff

This project will renovate classrooms in Cushwa, DeBartolo, and Moser Hall. The project will consist of new flooring, ceilings, lighting, whiteboards, and other finishes. This project will tentatively begin in May 2016.

At Controlling Board:

- JM Verostko for design services, Building System Upgrades
- CL Firestone for design services, Campus Core Lighting Upgrades
- Murphy Contracting, M1 Elevator Replacement